



Management Reporter User Guide

Microsoft Corporation

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Management Reporter for Microsoft Dynamics ERP

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Introduction to the Management Reporter User Guide

Management Reporter for Microsoft Dynamics® ERP is designed to help you create financial reports that can be tailored to meet the needs of your company. Designed by accountants for accountants, Management Reporter helps you to create high-volume, presentation-quality reports in minutes. You can also share report information through email, instant messaging, and other communication features in Management Reporter.

This guide will help you learn how to create reports in Management Reporter, maintain existing reports, and use additional features to share financial information with other people in your organization. The content in this guide is organized by components and tasks, so that you can easily find the information that you need.

Some functionality and features of Management Reporter are available only with certain Microsoft Dynamics ERP systems. We recommend that you review the Management Reporter online help and the user guide for the Microsoft Dynamics ERP system that you are using.

This user guide is divided into the following sections:

Section	Description
Management Reporter overview	Describes the components of Management Reporter, including the Report Viewer, Desktop Viewer, and Web Viewer. This section also provides a general description of how you can use Management Reporter in your business.
Management Reporter administration	Describes how to assign users to roles and user groups, grant permissions, and use security options in the report library.
Building blocks and reports	Describes how to use report components, referred to as <i>building blocks</i> , to create a report in Management Reporter.
Row definitions	Describes how to use the row-based features of a report, including row totals and formulas, links to financial data, and formatting codes for the rows of a report.
Column definitions	Describes how to use the column-based features of a report, including calculation columns, links from an Excel® worksheet, descriptions from the row definition, and formatting codes for the columns of a report.
Reporting tree definitions	Describes how to use a reporting tree to define the structure and hierarchy of an organization in a report. Reporting trees are optional building blocks that are not required to build a report, but they offer additional security and reporting features.

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Section	Description
Report definitions	Describes how to use row definitions, column definitions, and reporting tree definitions to create a report. Report definitions also contain formatting and rounding options for a report.
Formatting options for reports	Describes the basic formatting options that are available for reports. Basic options include headers and footers, column justification, column and row text options, and report settings.
Advanced formatting options	Describes the advanced formatting options that are available for reports. Advanced options include dimension filters, reporting unit restrictions, non-printing rows, column restrictions, and IF/THEN/ELSE statements.
Generate reports	Describes how to publish reports to the report library, schedule reports, and how to run a missing account analysis of a report. It also describes options for viewing and securing reports.
Organize reports	Describes how to maintain different versions of reports, sort reports into folders in the report library, create and manage report groups, and maintain the report library.
Use additional file types with Management Reporter	Describes how to use Management Reporter with other types of files, such as worksheets in Microsoft Excel®, XPS files, and XBRL files.
Desktop Viewer	Describes the features that are available in the Desktop Viewer. Features include how to view reports, add comments or charts to a report, initiate an instant message conversation when you are viewing a report, share a report, export a report, and drill down into the Microsoft Dynamics ERP system to view more details about report data.
Web Viewer	Describes the features of the Web Viewer and explains how to view and share reports in an Internet browser.

For more information about specific features, see the Management Reporter Help documentation.

Management Reporter overview

Management Reporter for Microsoft Dynamics ERP is an interactive reporting application that financial and business professionals can use to create, maintain, deploy, and view financial statements. It moves past traditional reporting constraints, and lets you enhance your creativity and helps you design a variety of reports efficiently. Communication is stream-lined with the use of interactive notes and instant messaging.

Management Reporter includes native dimension support. Account segments or dimensions are immediately available to select in Management Reporter and does not require additional tools or configuration.

For more information about Management Reporter and your Microsoft Dynamics ERP system, such as news, training, downloads and updates, demos, and additional documentation, go to CustomerSource (<https://mbs.microsoft.com/customersource/>).

- [Components of Management Reporter](#)
- [Account systems](#)
- [Migrating from Microsoft FRx to Management Reporter](#)

Components of Management Reporter

The following components of Management Reporter provide ease of use to create, view, and schedule reports.

Management Reporter Component	Functions
Report Designer	Used to create report building blocks that are combined to define and generate a report. The report wizard guides less experienced users through the design process. Advanced users can create report building blocks from scratch or modify existing building blocks to meet their needs. For more information, see the Management Reporter Help documentation.
Desktop Viewer	Used to organize and view reports and supporting files. It also stores the report library. For more information, see Desktop Viewer .
Web Viewer	Displays Management Reporter reports in a web browser. The Web Viewer does not require an installation of Management Reporter server components. For more information, see Web Viewer .
Report schedules	A user can schedule a single report or a group of reports to generate on a regular basis. For more information, see Schedule reports .
Management Reporter database	This SQL database stores the components, known as building blocks, which are used to generate reports. It also stores report definitions and previously generated reports.
Application service	Controls access to the data provider and provides connectivity to clients. For more information, see the Management Reporter Help documentation.
Process service	Generates the reports that are created and queued by the Management Reporter client.

See Also

[Building blocks and reports](#)

[Security, user roles, and permissions](#)

[Desktop Viewer](#)

[Management Reporter overview](#)

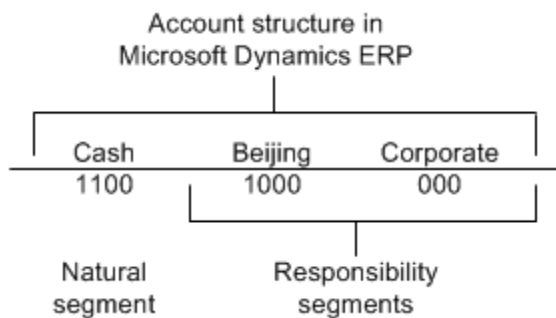
Account systems

Management Reporter includes native dimension support, which means that the application works the same whether it is connected to a fully-qualified account system or a dimension-based system. New account segments or dimensions are immediately available in Management Reporter without requiring any additional tools or configuration.

Fully qualified account system

A fully qualified account contains a value for an account or natural segment, such as Cash or Sales, in addition to values for additional segments, such as Location, Division, and Department. In Management Reporter, these additional segments are referred to as the responsibility segments, and each of the segments is a fixed length.

The following illustration shows how the natural and responsibility segments combine to form a fully qualified account.



The difference between a natural segment for a fully qualified account and a responsibility segment is important to the use of Management Reporter. Typically, users specify the natural segment values in a row definition and the responsibility segment values in a reporting tree definition. When reports are generated, these values are combined in various ways to extract specific financial data records from a Microsoft Dynamics ERP system.

Dimension-based account system

A dimension-based account system includes an account dimension and other dimensions that can represent details, such as customers, projects, departments, or other areas of importance to your company. Each dimension can be variable in length. Typically, users specify the natural dimension values in a row definition and the responsibility dimension values in a reporting tree definition. When reports are generated, the values are combined in various ways to extract specific financial data records from your Microsoft Dynamics ERP system.

Dimension values

Management Reporter row definitions and reporting tree definitions support the use of special characters as a way to identify multiple dimension values without naming each item individually. The following table describes the characters that are supported for specifying dimension values.

Character	Function for Row Definitions	Function for Reporting Tree Definitions
Ampersand (&)	In the Dimension row of the Insert Rows from dialog box, identifies the dimension from which to bring values into the row definition. These values become the basis of the rows in the generated report. Ampersands are typically used for the account dimension.	Not used in a dimension-based system.
Number sign (#)	In the Dimension row of the Insert Rows from dialog box, identifies the dimensions to ignore when bringing values into the row definition. Number signs are typically used for the responsibility dimensions.	Not used.
Plus sign (+)	Not used.	In the segments area of the Insert Reporting Units from dialog box, identifies the dimensions from which to bring values into the row definition. These values become the reporting units in the reporting tree.
Digits (0-9)	In the Range rows of the Insert Rows from dialog box, identify the first and last dimension values to bring into the row definition. In the Link to Financial Dimensions column of a row definition, identify the dimension values to include in the report for each row.	In the From Account and To Account columns of the Insert Reporting Units from dialog box, identify the first and last dimension values to bring into the reporting tree definition. In the Dimensions column of a reporting tree definition, identify the dimension value to include in the reporting unit for each row.
Letters (a-z, A-Z)	Used in the same ways as digits.	

Character	Function for Row Definitions	Function for Reporting Tree Definitions
Question mark (?)	A placeholder for a single character in a dimension value. For example, the value 22?? indicates that Management Reporter should insert the total financial amount for all dimension values in the range from 2200 through 2299 into the generated report.	
Asterisk (*)	A placeholder for one or more characters in a dimension value. For example, for a color dimension, the value GR* indicates that Management Reporter should insert the combined financial amount for the GREEN and GRAY dimension values into the generated report.	

See Also

[Management Reporter overview](#)

Migrating from Microsoft FRx to Management Reporter

If you are migrating from Microsoft FRx[®] to Management Reporter, see the Migration Guide on the Management Reporter for Microsoft Dynamics ERP Installation, Migration, and Configuration Guides (<http://go.microsoft.com/fwlink/?LinkID=162565>) web site.

See Also

[Management Reporter overview](#)

Management Reporter administration

When Management Reporter is installed, the user doing the installation is assigned the role of administrator. The administrator has permission to do the following tasks:

- Create users and groups and assign appropriate permissions. For more information, see [Security, user roles, and permissions](#).
- Add companies and modify company information. For more information, see [Maintaining company information \(data provider\)](#).
- View log files. For more information, see [View log files](#).
- Design and view reports.

Security, user roles, and permissions

Management Reporter uses several levels of security to help ensure that only authorized users can perform tasks in Management Reporter, modify the building blocks that are used for reports, and view the reports that are generated to the report library.

For information about securing individual reports or folders, see [Report security options](#).

User security and permissions

Users in Management Reporter are assigned to one of four roles: administrator, designer, generator, or viewer. Some security permissions are limited to certain roles, but you can also modify security permissions for individual users, or assign users to a group and then modify security for the entire user group.

By default, all new users are assigned to the role of viewer.

For more information, see [Users in Management Reporter](#).

Note

Depending on the Microsoft Dynamics ERP system that you are integrating with, user roles might automatically be assigned, based on user permissions in the ERP database. For more information, see the integration guide for your Microsoft Dynamics ERP system.

Report Designer security

Security settings in Report Designer are managed through company access and protected building blocks.

To access information for a specific company, you must be granted access to that company by an administrator in Management Reporter. For more information, see [Manage access to a company](#) and [Reset password for company access](#).

You can also protect individual building blocks from modifications by using a password. Other users cannot modify the protected building block, but they can still view it and use to generate reports. For more information, see [Lock a building block](#).

If you are using a reporting tree, you can restrict access to specific reporting units in the tree, and prevent certain users or user groups from accessing the reporting unit. For more information, see [Restrict access to a reporting unit](#).

Report library security

In Desktop Viewer, security can be set up for individual folders, reports, and report groups in the report library. You can store reports in a public folder that all Management Reporter users can access, or you can limit folders, reports, and report groups to specific users or user groups. You can define security settings only for folders that you are granted access to by an administrator in Management Reporter.

For more information, see [Report library security](#) and [Change report library permissions](#).

See Also

[Reset password for company access](#)

[Lock a building block](#)

[Report security options](#)

[Management Reporter administration](#)

Users in Management Reporter

Security for Management Reporter ensures that only authorized users can access the program and limits the tasks that each user can perform. An administrator role is created at the time of installation, and the user assigned to the role of administrator can create and manage other users and user groups.

Note

To manage security for users, user groups, and companies, open Report Designer, and on the **Go** menu, click **Security**.

User roles

Users are assigned one of four roles: administrator, designer, generator, or viewer. By default, all new users are assigned the role of viewer. Before you set up new users, some planning is required. List the tasks that each user performs, and assign the role that is appropriate for each user. By default, the roles can perform the following tasks.

For more information, see [Manage users](#).

Role	Report Designer tasks	Desktop Viewer tasks
Administrator	The administrator is allowed full access to all tasks in Report Designer.	The administrator is allowed full access to all tasks in the Desktop Viewer.
Designer	The designer can design, generate, edit, view reports and report building blocks, and schedule when reports are generated.	The designer can delete, edit, create folders, rename reports and folders, export reports, and view reports that the designer has been granted access to.
Generator	The generator can generate reports and to modify parameters for reports.	The generator can create and rename folders, view, delete, edit, rename, and export reports that the generator has been granted access to.
Viewer	The viewer is not granted access to Report Designer.	The viewer can view and export reports that the viewer has been granted access to.

User groups

You can create user groups and grant access to a company based on groups. This allows you to grant users access to many companies without having to change each user's permissions. You can create a report and select one group, instead of selecting dozens or hundreds of individual users. For example,

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instead of selecting each manager in a company, you can create a Managers group and then add managers to the group.

You can grant group access to reporting units in reporting tree definitions. You can also grant group access to a report library location.

For more information, see [Manage user groups](#).

Permissions

Management Reporter defines the following permissions. Each of these permissions is associated with one or more roles.

Permissions	Description	Roles Allowed
Generate	Allows you to generate reports from Report Designer to include all output.	Administrator, Designer, Generator
Exporting reports	Allows you to export and print from Desktop Viewer.	Administrator, Designer, Generator, Viewer
Create reports	Allows you to create rows, columns, trees, and report definitions in Report Designer.	Administrator, Designer
Report library administration in Management Reporter Desktop Viewer	Allows modifications to the security settings (view, edit, create, and delete access) on folders, items, and report versions in the report library.	Administrator
Dimension set access	Allows modifications (create, edit, and delete) to dimension sets, and to view dimension sets from the Edit menu while you are viewing a row definition. Users without this permission can see the list of dimension sets and use them in reports, but cannot change them.	Administrator, Designer
All companies access	Allows you to generate reports and to access the data for all companies in Management Reporter. Users without this permission can be granted access to specific companies on the Company Access tab. Users without access to any company cannot log on to Management Reporter.	Administrator

Permissions	Description	Roles Allowed
Company administration	Allows modifications (create, edit, and delete) to companies, and to view companies from the Company menu. Users without this permission can see the list of companies, but cannot change them.	Administrator
Building block administration	Allows modifications (create, edit, and delete) to building block groups and to view building block groups from the Company menu. Users without this permission can see the list of building blocks, but cannot change them.	Administrator, Designer
Security administration	Allows modifications (view, edit, create, and delete for users, groups, and companies) to security settings in Report Designer.	Administrator
Undo building block checkout	Allows you to undo a building block checkout and to view the list of building block checkouts from the Tools menu. Users without this permission can see the list of building block checkouts, but cannot change them.	Administrator
Unprotect protected building blocks	Allows you to unprotect building blocks and to unprotect the building blocks from the Tools menu while you are viewing a building block. Users without this permission can protect a building block that they have modification access to, but they cannot unprotect any building blocks.	Administrator
Report queue administration	Allows you to clear and view all reports in the Report Queue Status dialog box.	Administrator

See Also

[Security, user roles, and permissions](#)

[Management Reporter administration](#)

Manage users

You must have the role of administrator to create user accounts and assign the appropriate permissions for a user's work functions, add a user to a group, and provide access to specific companies. The administrator can also inactivate or delete a user account.

Windows® authentication verifies a user's existing Windows credentials to allow access to Management Reporter. Rather than entering a user name and password, a user can click **OK** in the connection dialog box.

Security Note

Two levels of security are used in Management Reporter. Management Reporter always refers to a user's Windows authentication when security is discussed. Windows users are added, as allowed, to use the application. However, to log on to a company and access the data that is needed to create reports, a user must also be set up as a valid user in the Microsoft Dynamics ERP system.

Create a user account

A user cannot use Management Reporter until they are set up as a valid user. As part of Management Reporter security, an administrator must assign a role for a user before the user can generate or view reports within Management Reporter. For more information about roles, see [Users in Management Reporter](#).

Note

Some data provider integrations can create user accounts in Management Reporter based on user permissions in the Microsoft Dynamics ERP system. For more information about user roles and data integrations, see the data integration guide (<http://go.microsoft.com/fwlink/?LinkID=162565>) for your Microsoft Dynamics ERP system.

1. Open Report Designer. On the **File** menu, click **New**, and then click **User** to open the **New User** dialog box. You can also select **Security** in the navigation pane, right-click in the results pane, and then select **New User**.
2. On the **General** tab, in the **User name** field, type the domain and user name of the user to add, or click **Search** to browse for users.
3. In the **Management Reporter assigned role** field, select a role for the user in Management Reporter. For more information about roles, see [Users in Management Reporter](#).
4. To grant permission to modify building blocks that are part of a report schedule, select the **Edit scheduled building blocks** check box.
5. To add this user to a group, click the **Groups** tab. In the **Member of** list, select the **Access** check box next to the group name or names to associate with this user. To remove access, clear the **Access** check box or boxes.
6. To grant access to companies, click the **Company Access** tab. In the **Access** column, select the check box next to each company that the user should have access to. The **Inherited from group** check box indicates any companies that the user inherits access to based on the user group settings.
7. Click **OK** to save the new user settings.

Modify a user account

1. Open Report Designer. In the navigation pane, click **Security**, and then click **Users**.
2. Right-click a user name and select **Modify User** to open the **Modify User** dialog box.
3. Change the appropriate settings.
4. Click **OK**.

Inactivate a user account

You can inactivate a user account without deleting the user information in Management Reporter. This can be helpful if you have a limited number of Management Reporter licenses and you want to temporarily allow access to another user.

1. Open Report Designer. In the navigation pane, click **Security**, and then click **Users**.
2. Right-click a user name and select **Modify User** to open the **Modify User** dialog box.
3. On the **General** tab, select the **Account is disabled** check box.
4. Click **OK**.

Delete a user account

1. Open Report Designer. In the navigation pane, click **Security**, and then click **Users**.
2. Right-click a user name, and then select **Delete**.
3. Click **Yes** to permanently delete the user account.

See Also

[Manage user groups](#)

[Manage access to a company](#)

[Security, user roles, and permissions](#)

[Management Reporter administration](#)

Manage user groups

Assigning users to a group allows a Management Reporter administrator to create access settings that are tailored to specific work functions. Members of a user group inherit the permissions assigned to the group. This approach helps to minimize the maintenance activities for user accounts.

Security Note

The administrator can use groups to prevent or permit user access to certain companies or specific folders or sets of data within the report library.

Create a group

1. Open Report Designer. On the **File** menu, click **New**, and then click **Group**.
2. Enter a unique name and description for the user group.
3. To add a user to the group, click **Add**, and then select the users to add to the group. To select more than one name, hold down the Ctrl key as you select user names.

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4. To select group access to companies, click the **Company Access** tab, and then select the **Access** check box for each company that members of the group should have access to. All users in a group inherit access to the selected companies.
5. Click **OK** to save the group settings.

Modify a group

1. Open Report Designer. In the navigation pane, click **Security**, and then click **Groups**.
2. Double-click a group name to open it.
3. Modify any settings.
4. Click **OK** to save the group settings.

Delete a group

1. Open Report Designer. In the navigation pane, click **Security**, and then click **Groups**.
2. Right-click a group name, and then click **Delete**.
3. Click **Yes** to permanently delete the group.

See Also

[Manage users](#)

[Manage access to a company](#)

[Report library security](#)

[Security, user roles, and permissions](#)

[Management Reporter administration](#)

Report library security

To maintain report library security, by default, only users who have the role of administrator can generate or view reports in the root library folder. Other users and groups must be granted permission to view, create, edit and delete an item in the report library. You must have the role of administrator to grant or modify these user and group permissions. For more information about how to change user and group permissions to the report library, see [Change report library permissions](#).

Because all users are assigned to the **Public** folder, the administrator can change the default location of generated reports to be the **Public** folder, instead of granting various permissions to each user and group for access to the report library folder. For more information, see [Everyone group and Public folder](#).

For more information about what a user may see in the report library at different security levels, see MSDN Blog (Dynamics Corporate Performance Management) (<http://blogs.msdn.com/b/dynamicscpm/archive/2010/12/07/management-reporter-get-more-out-of-security-using-reporting-tree-and-report-library-security.aspx>).

Security and user groups

When validating a user's access to a folder or report, the user's group memberships are considered. For example, if you grant access to a report in the library to a group, and then later add users to the group,

the new users will gain access to the existing report. Alternatively, if a user is removed from a group, that user will no longer have access to the report that is provided by the security group. For more information about how to add and delete users and groups, see [Manage users](#) and [Manage user groups](#).

Everyone group and Public folder

By default, new users are added to the **Everyone** group. This is a system group and cannot be modified. There is also a **Public** folder that can be accessed by all users who are included in the **Everyone** group. By default, generated reports are sent to the report library. Users can change to this public folder location to generate reports because all users have access to it. If the **Public** folder is not used, it can be renamed or deleted.

Granting permissions

A user with the role of administrator can grant a user or a group permissions to all of the report library, or permissions to specific folders, reports, report versions, or external documents. If you grant permissions to all of the report library, those permissions cascade down into all folders, reports, and external documents in the report library. Similarly, if you grant permissions to a folder, those permissions cascade down into the subfolders, reports, report versions, and external documents for the folder.

Access to some menu commands in Desktop Viewer requires a combination of the correct Management Reporter role and the correct permission on the folder in the report library.

By default, the report library and all its folders and subfolders are visible to all Management Reporter users. Even though all users can see the names of all folders and subfolders in the report library, users can open and view only the reports and documents that they have view permissions for.

For reporting trees, report library security works together with unit security. For example, if you grant user permissions to individual units in a reporting tree in Report Designer, that user is automatically granted permission to that report in the report library. In other words, if you grant permissions to a reporting tree in Report Designer, you do not have to grant those permissions again after the report is generated.

For details about how to change user and group permissions, see [Change report library permissions](#).

Show Inherited Permissions option

The **Report Library Permissions** dialog box, which an administrator modifies to grant user and group view, edit, create, and delete permissions to report library objects, has an option called **Show inherited permissions**. This option shows or hides permissions that are inherited by the selected item, such as a report library folder, report, report version, or external document.

When the **Show inherited permissions** option is not selected, only permissions granted specifically for the selected object appear.

When the **Show inherited permissions** option is selected, permissions granted specifically for the selected report or item appear, in addition to permissions that have been inherited from a group, role, or folder. If permission is inherited from more than one folder, each folder location is displayed separately. For more information about how to access the **Report Library Permissions** dialog box, see [Change report library permissions](#).

See Also

[Security, user roles, and permissions](#)

[Management Reporter administration](#)

Change report library permissions

To give access to the contents of the report library to a user or a user group, you must have the role of administrator within Management Reporter. The administrator can grant View, Create, Edit, and Delete permissions for the entire report library or for just an item within it, such as a folder, a report, a version of a report, or an external document to users.

Add report library permissions to a user or group

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. Open the **Report Library Permissions** dialog box in one of the following ways:
 - Right-click a report library item, such as a report, and then click **Report Library Permissions**.
 - Click the permissions icon in toolbar.
 - On **Tools** menu, click **Report Library Permissions**.
3. In the **Report Library Permissions** dialog box, select **Show inherited permissions** to view inherited permissions from the report library or other library items.
4. In the upper pane, select the report or document to modify permissions for.
5. Click **Add**.
6. In the **Add Users or Groups** dialog box, select the user or user group to add. To select more than one user or group, press Ctrl as you select users or groups.

Note

If a user or group does not appear in the **Add Users and Groups** dialog box, use Management Reporter security to add the user, and then return to Desktop Viewer to add permissions for the users and groups. For more information, see [Manage users](#) and [Manage user groups](#).

7. Click **OK** to close the **Add Users or Groups** dialog box.
8. To modify the View, Edit, Create, or Delete permissions for individual users or groups, select or clear those options for a user or group in the lower pane of the **Report Library Permissions** dialog box.

Note

Some permissions are defined by default, depending on the user's assigned role. These options cannot be changed. For more information about user roles, see [Users in Management Reporter](#).

Modify report library permissions from a user or group

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. Right-click a report library item, such as a report, and then click **Report Library Permissions**.
3. To view inherited permissions, select **Show inherited permissions**.

4. To modify access to one item in the report library, select the item in the upper pane of the **Report Library Permissions** dialog box, and make the appropriate modifications to the users and groups listed in the lower pane.
5. To modify access to all of the contents of the report library, select **Library** in the upper pane, and make the appropriate modifications to the users and groups listed in the lower pane.
6. To remove access to an item in the report library, select the item in the upper pane. The users and groups that have permission to that report are displayed in the lower pane. Select a user or group in the lower pane, and then click **Remove**.
A remove verification message is displayed. Click **OK** to remove the permission for the user or group.
7. Click **OK** to close the **Report Library Permissions** dialog box and save settings.

See Also

[Report library security](#)

[Organize reports](#)

[Security, user roles, and permissions](#)

[Management Reporter administration](#)

Reset password for company access

Depending on your company's security policy, administrators often set an expiration date for a user's password. If the credentials that you use to access company data have expired, or you save your credentials to access company data and must refresh those credentials, you must enter the credentials for that company again.

Reset your password for company access

1. Open Report Designer. From the **Company** menu, select **Companies**.
2. In the **Companies** dialog box, click the company name, and then click **Credentials**.
3. In the **Connect to** dialog box, type the user name and password. To avoid having to enter these credentials every time that you log on to a company, select **Save my credentials**.
4. Click **OK**.

See Also

[Change report library permissions](#)

[Lock a building block](#)

[Security, user roles, and permissions](#)

[Management Reporter administration](#)

Lock a building block

You can create a password to protect and lock a building block. Doing so adds a level of security to a report component without securing the entire system. This can protect building block information that is very important to your month-end reporting process.

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A user in any role can protect a building block; however, a protected component is always available to users in a read-only capacity. Users can open, change, and save the protected component with a new name. A user who has the role of administrator can always access and change a protected building block.

To use the locking function from any report building block, click the **Protect/Unprotect** icon in the toolbar.

Protect a building block

1. In Report Designer, open the report component to protect, such as a row definition, column definition, report definition, or reporting tree definition.
2. In the menu, click the **Protect/Unprotect** icon to open the **Protect** dialog box.
3. Type and confirm a password, and then click **OK**.

See Also

[Report library security](#)

[Security, user roles, and permissions](#)

[Management Reporter administration](#)

Maintaining company information (data provider)

The data provider is the mechanism used to access data from the Microsoft Dynamics ERP system. When a company is imported into Management Reporter, it is associated with the company data in the Microsoft Dynamics ERP system. You must specify a default company, which is the company whose data is accessed when you create and generate reports. Additional companies can be defined, as needed.

Create a company profile

To access company information in Management Reporter, the company must be imported from the Microsoft Dynamics ERP system into Management Reporter. Only a Management Reporter administrator can import company information.

For more information about importing company information, and for import procedures, see the Management Reporter installation guide (<http://go.microsoft.com/fwlink/?LinkID=162565>) and the data integration guide (<http://go.microsoft.com/fwlink/?LinkID=162565>) for your Microsoft Dynamics ERP system.

Modify a company profile

1. Open Report Designer. On the **Company** menu, click **Companies**.
2. In the **Companies** dialog box, select a company, and then click **Modify**.
3. In the **Modify Company** dialog box, change the values of the settings, as needed. For information about the company information settings, see [Description of company definitions](#).
4. Click **OK** to return to the **Companies** dialog box, and then click **Close**.

Note

Management Reporter automatically saves the company information when you close the **Companies** dialog box.

Description of company definitions

The following table describes the fields that are displayed in the company definition.

Field	Description
Company name	A unique name for the company. This name can be printed on reports. This field is based on the company information in the Microsoft Dynamics ERP source system and cannot be modified.
Company description	A short description of the company. This description can be printed on reports. This field is based on the company information in the Microsoft Dynamics ERP source system and cannot be modified.
Source system	The Microsoft Dynamics ERP system that provides real-time financial data that is associated with the company.

Management Reporter for Microsoft Dynamics ERP

Field	Description
Building block group	A collection of definitions for rows, columns, reporting trees, dimension sets, and reports. Each Management Reporter company can have its own building block group, or several companies can share a building block group. For information about building block groups, see Create and assign a building block group .
Regional options	The regional value identifies the region and currency symbol that is used to display the monetary amounts for the company. The currency symbol is the default symbol for the company and is used for every amount. A row or column definition can be used to override the symbol for an amount.
Period description	<p>The period description appears in the header of a report. For example, if you enter Month Ending in the Period description box, the report header for December 2011 would be For the Month Ending December 31, 2011.</p> <p>If you enter the description in uppercase, the whole date line is printed in uppercase in the report.</p> <p>Note</p> <p>Management Reporter accesses the regional settings of the Windows operating system for the period description information. For example, if you specify AutoText of @DateLong and the day of the week is displayed in your report headers but you do not want to display the day of the week, you must change the operating system regional settings and remove <i>dddd</i> (day of the week) from the Long Date definition.</p>
Period description (plural)	The plural period description appears in the headers of reports that cover multiple reporting periods. For example, if you enter Months Ending in the Period description (plural) field, the report header for March 2012 would be For the Three Months Ending March 31, 2012 .
XBRL entity	The XBRL entity specified is used to create an XBRL instance document. For more information about XBRL entities, see Create and maintain XBRL entities .

See Also

[Select a default company](#)

[Management Reporter administration](#)

Select a default company

If you have multiple company profiles, you must select one of the companies as the default company. Management Reporter uses the data files and the appropriate general ledger data from the default company to build row definitions, column definitions, reporting tree definitions, and to generate financial reports. By default, the company description in the report definition appears on all reports that are created in Management Reporter.

Note

A company cannot be selected as a default company until you have configured your Microsoft Dynamics ERP system. For more information about configuring the connection to your system, see the data provider documentation for your Microsoft Dynamics ERP system.

Select a default company

1. In Report Designer, close all building block definition windows that are open.
2. On the **Company** menu, click **Companies**.
The **Companies** dialog box displays a list of existing companies.
3. Select a company, and then click **Set As Default**. A check mark appears next to the default company.

Note

If an existing company does not appear in the **Companies** dialog box, you do not have permission to access that company.

See Also

[Maintaining company information \(data provider\)](#)

[Management Reporter administration](#)

Manage access to a company

A user who has an administrator role can grant or deny access to companies in Management Reporter.

Security Note

Granting or denying access in Management Reporter only prevents users from logging into a company or generating report data from a company in Management Reporter. Your Microsoft Dynamics ERP system may also have additional security measures to grant or prevent access to this data.

Manage user and group access to a company

1. Open Report Designer. In the navigation pane, click **Security**, and then click **Companies**.
2. Double-click a company name to open the **Modify Company Access** dialog box.
 - To add a user or group, click **Add**. In the **Add Users and Groups** dialog box, select one or more users or groups. To select more than one user or group name, hold down the Ctrl key as you select the user or group name.
 - To remove a user, select the user name, and then click **Remove**.
3. Click **OK**.

Tip

You can also set up multiple groups to manage security. A group can be used to manage multiple users who have access to specific companies or to specific groups of companies. For more information, see [Manage user groups](#).

See Also

[Security, user roles, and permissions](#)

[Report library security](#)

[Management Reporter administration](#)

View log files

Management Reporter provides client and server logs to disk and to Windows Event Viewer so your IT support staff can analyze technical information and troubleshoot error messages. The logs display error messages about the system, such as building blocks that were not imported, and provide details and direction regarding errors that occur in the application. Log files can be viewed in Windows Event Viewer or in Windows Explorer.

To open log files in Windows Event Viewer, click **Start**, select **Control Panel**, select **System and Security**, select **Administrative Tools**, and then select **Event Viewer**. In the navigation pane, expand the **Applications and Services Logs** node to locate Management Reporter log files.

In Windows Explorer, the log files are stored in the following location:

C:\Users\UserName\AppData\Local\Microsoft\Management Reporter. If the **AppData** folder is not displayed, click **Organize** in Windows Explorer, select **Folder and search options**, and then click the **View** tab. In the **Advanced settings** section of the **Folder Options** window, select **Show hidden files, folder, and drives**, and then click **OK**.

Log files

The following log files are created on the client computer as a result of activity in Report Designer, Desktop Viewer, and the migration process on the client computer.

Log file	Description	Location
Report Designer	The Report Designer log file contains detailed information about errors encountered regarding the administration of users and of the reports you created.	C:\Users\UserName\AppData\Local\Microsoft\Management Reporter\ManagementReporterDesigner.log
Desktop Viewer	The Desktop Viewer log file contains detailed information about errors that occur as you are using Desktop Viewer.	C:\Users\UserName\AppData\Local\Microsoft\Management Reporter\ManagementReporterViewer.log

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Log file	Description	Location
Migration	<p>The Management Reporter migration log file contains details about all migration stages and steps. This includes messages about errors that occurred during the migration process.</p> <p>This log file is created only if you have migrated data from Microsoft FRx[®]. For more information, see Migrating from Microsoft FRx to Management Reporter.</p>	C:\Users\UserName\AppData\Local\Microsoft\Management Reporter\ManagementReporterMigration.log

Additional log files for the application service and process service are located on the server where Management Reporter is installed.

See Also

[Management Reporter administration](#)

Building blocks and reports

The design philosophy behind Management Reporter is to break information down to the smallest component or building block, and then mix and match components, as needed. Therefore, your report formatting is completely separate from your financial data. As a result, you can change the design of a report without modifying the financial data in your Microsoft Dynamics ERP system.

By using this building block approach, you can combine text, amounts, calculations, and to produce the reports that you need. Equally important, this flexibility encourages creativity by making it easy for you to look at your operations in different ways.

The individual building blocks of a report definition work something like a three-dimensional spreadsheet, but with more power. A report definition specifies the row definition, column definition, and optional reporting tree definition to use for the report. It also includes information about where to store the generated report and how to format it.

For greater reusability and sharing, you can also create a building block group, which is a collection of existing report definitions, row definitions, column definitions, reporting tree definitions, and dimension sets that are associated with a company in Management Reporter.

- [Building blocks of a report](#)
- [Building block groups](#).

Building blocks of a report

Building Block	Description
Row definition	A row definition defines the descriptive lines, for example, salaries or sales, on a report. It also lists the segment values or dimensions that contain the values for each line item and includes row formatting and calculations.
Column definition	A column definition defines the period to use when extracting data from the financial dimensions. It also includes column formatting and calculations.
Reporting tree definition	A reporting tree definition is similar to an organizational chart. It contains individual reporting units that represent each box in the chart. The units can be either individual departments from the financial data or higher-level units that summarize data from other reporting units.
Report definition	A report definition uses a row definition, a column definition, and an optional reporting tree definition to build a report. It also provides additional options and settings to customize a report.

If you are new to designing reports, it is helpful to use the report wizard to quickly create a report definition that you can customize later. If you have experience designing reports and want more flexibility for report design, you can combine new or existing building blocks to create a new report definition.

You do not have to fully understand all available report definition options to produce quality reports. As you become familiar with designing reports, you can expand your report definitions to take advantage of more advanced features.

After you have created a basic report, you can customize the report definition and any of the building blocks in the report definition.

See Also

[Building block groups](#)

[Create and manage report groups](#)

[Building blocks and reports](#)

Building block groups

Building blocks are the row definitions, column definitions, reporting tree definitions, and report definitions that you create for a report. Building block groups are collections of the definitions and dimension sets that are associated with a company. Companies in Management Reporter can share building block groups, or each company can have a unique building block group assignment.

- [Create and assign a building block group](#)
- [Maintain building block groups](#)

Create and assign a building block group

Building blocks are the row definitions, column definitions, reporting tree definitions, and report definitions that you create for a report. Building block groups are collections of the definitions and dimension sets that are associated with a company in Management Reporter. Building block groups can be company specific, or several companies can share the same set of building blocks. If you have companies that have a different chart of accounts, you may consider using a different building block group per company. Alternatively, you can consider naming all of your individual building blocks to reflect with which company they are compatible.

Create a building block group

1. In Report Designer, on the **Company** menu, click **Building block groups**.
2. In the **Building block groups** dialog box, click **New**.
3. Enter a unique name and description for the building block group. Each field can contain a maximum of 256 characters, including spaces.
4. Click **OK** to create the new building block group.

Assign a building block group

After you create a block group, you must assign it to a company or companies in order to be used. You can then create report, row, column, and reporting tree definitions and save them within the building block group.

1. In Report Designer, on the **Company** menu, click **Companies**.
2. In the **Companies** dialog box, select the company to assign a building block group to.
3. Click **Modify**.
4. In the **Modify Company** dialog box, in the **Building block group** field, select the building block group to assign to the company, or click **New** to create a new building block group.
5. Click **OK** to assign the building block group.
6. Click **Close** to exit the **Modify Company** dialog box. The building block group that you selected in step 4 is now assigned to the company.

See Also

[Maintain building block groups](#)

Maintain building block groups

After a building block group is created and used, you can view all the building blocks assigned to a group, export or import a building block group, and perform additional maintenance on the building block groups.

View a building block group

You can view an existing building block group and examine its contents to determine if it meets your needs to create a report.

1. In Report Designer, on the **Company** menu, click **Building Block Groups**.
2. In the **Building Block Groups** dialog box, select the building block to view. Click **View** to open the **View Building Block Group** dialog box and view the contents of the building block group.
3. Click **Close** to close the dialog boxes.

Save a building block group with a new name

You can save an existing building block group with a new name. Then you can modify the new building block group without changing the original building block group.

1. In Report Designer, on the **Company** menu, click **Building Block Groups**.
2. In the **Building Block Groups** dialog box, select the building block group to save with a new name.
3. Click **Save As**.
4. Enter a new name and description for the building block group.
5. Click **OK**. The new building block group should appear in the **Building Block Groups** dialog box.

Export a building block group

You can export an entire building block group or specific report building blocks in a building block group for backup purposes or to be copied between building block groups or Management Reporter installations. Management Reporter includes the referenced font styles and dimension sets with the building block group.

1. In Report Designer, on the **Company** menu, click **Building Block Groups**.
2. In the **Building Block Groups** dialog box, select the building block group to export, and then click **Export**.
3. In the **Export** dialog box, select the report definitions to export:
 - To export all of your report definitions and the associated building blocks, click **Select All**.
 - To export specific reports, rows, columns, trees, or dimension sets, click the appropriate tab and select the items to export. Press and hold the Ctrl key to select multiple items within a tab.

Note

When you select reports to export, the associated rows, columns, trees, and dimension sets are selected.

4. When you have finished selecting items to export, click **Export**.
5. In the **Save As** dialog box, select a location to export the building block group to.

6. In the **File Name** field, enter a name for the file. Management Reporter automatically adds a .tdbx file extension.
7. Click **Save**. The building block group is saved to the location specified in step 5.

Import a building block group

You can import a building block group into an existing building block group, or you can create a new building block group for the data. For more information about how to create a new building block group, see [Create and assign a building block group](#). All imported building block groups retain their original font styles and company references and include the relevant dimension sets.

1. In Report Designer, on the **Company** menu, click **Building Block Groups**.
2. In the **Building Block Groups** dialog box, select the building block to import a building block group into, and then click **Import**.
3. In the **Open** dialog box, select the building block group to import, and then click **Open**.
4. In the **Import** dialog box, select the report definitions to import:
 - To import all of the report definitions and the supporting building blocks, click **Select All**.
 - To import specific reports, rows, columns, trees, or dimension sets, select the reports, rows, columns, trees, or dimension sets to import.
5. When you have finished selecting items to import, click **Import**.

Undo the checkout of a building block

When you open a building block, other users can only access that building block in read-only mode. Sometimes a user will forget to close a building block or will shut down their system without closing the building block. As a result, the building block is checked out and other users cannot open it. In these situations, a Management Reporter administrator can use the **Checked Out Items** dialog box to check in building blocks that any user has left in a checked out status.

Note

You must have the role of administrator to check in building blocks from the **Checked Out Items** dialog box.

1. In Report Designer, on the **Tools** menu, click **Checked Out Items**.
2. In the **Checked Out Items** dialog box, select **Show items from all users**. The list is updated to display all building blocks that are checked out and the users who have checked them out.
3. Select a building block, and then click **Undo Checkout**.
4. Click **Yes** to check in the building block.

See Also

[Create and assign a building block group](#)

[Lock a building block](#)

[Select report building blocks in report definition](#)

[Building blocks and reports](#)

Row definitions

A row definition is a report component, also called a building block, which specifies the contents of each row in a Management Reporter report. It can be combined with column definitions, reporting tree definitions, and report definitions to create a building block group that can be used by multiple companies. For more information about building block groups, see [Building block groups](#).

- [Contents of a row definition](#)
- [Row definition cells](#)

Contents of a row definition

A row definition can contain up to 20,000 financial dimension rows and includes the following information:

- Descriptive text that adds meaning to the report by creating section headings, lines, and spaces, such as **Cash** or **Total Revenue**.
- Links to financial data, which can include dimension values in the Microsoft Dynamics ERP system or cells in an Excel spreadsheet.

Note

You can set up a row definition to pull data from the financial dimensions system every time that the report is generated.

- Row totals and formulas that are based on the linked financial data.

Usually, each row in a row definition contains one of the following types of information:

- References to the financial dimensions system.
- Totals or calculations based on the data.
- Formatting.

You can enter information into a row definition in one of the following ways:

- Enter row information manually into a new row definition. For details about the information to add to each cell, see [Row definition cells](#).
- Use Management Reporter to pull row information directly from the financial dimensions as described in the following topics:
 - [Related formulas/rows/units](#)
 - [Format row and column text](#)

Open a row definition

1. Open Report Designer. In the navigation pane, click **Row Definition**.
2. Double-click the name of the report or object to open. For information about the elements of a row definition, see [Contents of a row definition](#).

Create a row definition

1. Open Report Designer. In the navigation pane, click **Row Definition**.
2. From the **File** menu, click **New**, and then select **Row Definition**. For more information about the content of each cell, see [Row definition cells](#).

Row definition cells

The topics in this section describe the information required for each cell within a row definition and how to enter it.

- [Specify a row code in row definition](#)
- [Description cell in row definition](#)
- [Add a format code](#)
- [Related formulas/rows/units](#)
- [Select Format Override cell in row definition](#)
- [Change Normal Balance cell in row definition](#)
- [Select print control in row definition](#)
- [Column Restriction cell in row definitions](#)
- [Row modifier in row definitions](#)
- [Link to Financial Dimensions cell](#)

Specify a row code in row definition

In row definitions, the numbers or labels in the **Row Code** cell identify each line in the row definition. You can specify the row code to refer to data in calculations and totals.

Row code requirements

A row code is required for all rows. You can mix numeric, alphanumeric, and unset (empty) row codes within a row definition.

The row code can be any positive integer (below 100,000,000) or a descriptive label that identifies that row. A descriptive label must adhere to the following rules:

- A descriptive label must begin with an alphabetical character (a through z or A through Z) and can be any combination of numbers and letters up to 16 characters.

Note

A descriptive label can use the underscore (_) character, but no other special characters are allowed.

- A descriptive label cannot use any of the following reserved words: AND, OR, IF, THEN, ELSE, PERIODS, TO, BASEROW, UNIT, NULL, or CPO, RPO.

The following are examples of valid row codes:

- 320
- TL_NET_INCOME
- TL_NET_94

Specify a row code in a row definition

To specify a row code, open a row definition in Report Designer, and then type the new value into the cell in the **Row Code** column.

To reset numeric row codes, complete the following steps:

1. In Report Designer, click **Row Definitions**, and then open the row definition to modify.
2. On the **Edit** menu, and click **Renumber Rows**.
3. Specify the new values for starting row code and row code increment.

Note

When you renumber row codes, Management Reporter automatically updates TOT and CAL references. For example, if a TOT row refers to a range that starts with row code 100 and you renumber starting with 90, the starting TOT reference changes from 100 to 90.

You can reset the numeric row codes to equally spaced values. Management Reporter rennumbers row codes that begin with numbers, for example, 130, 246, but does not renumber row codes that begin with letters, for example, INCOME_93, TP0693.

See Also

[Contents of a row definition](#)

[Row definitions](#)

Description cell in row definition

The description cell provides the description of the financial data in the row of the report, such as Revenue or Net Income. The text in the **Description** cell appears on the report exactly as you type it in the row definition.

Note

The width of the description column in the report is set in the column definition. If the text in the row definition **Description** column is long, verify the width of the **DESC** column. For more information, see [Add special formatting options](#).

When you use the **Insert Rows from** dialog box, the values in the **Description** column are the segment values or dimension values from the financial data. You can insert rows to add descriptive text, such as a section heading or a section total, and to add formatting, such as a line before a total row.

If the report includes a reporting tree, you can include the additional text that is defined for the reporting units in the reporting tree, and you can restrict the use of the additional text to a specific reporting unit. For information about how to create additional text entries in a reporting tree, see [Build a reporting tree definition](#).

Add the description for a line in a report

1. In Report Designer, click **Row Definitions**, and then select a row definition to modify.
2. Select the **Description** cell, and then type the name of the report row.
3. Apply formatting. For more information, see [Manage font styles](#).

Add additional text from a reporting tree in the description

1. In Report Designer, click **Row Definitions**, and then select a row definition to modify.
2. Type the additional text code and any other text into the **Description** cell.
3. Apply formatting. For more information, see [Manage font styles](#).

The format of the additional text code is **@UnitText#**, where **#** specifies which additional text entry to extract from the reporting tree. The possible values depend on the number of additional text entries that are defined for a reporting unit.

For example, **@UnitText4** specifies the fourth additional text entry for the reporting unit.

Restrict the additional text to a specific reporting unit

1. In Report Designer, click **Row Definitions**, and then select a row definition to modify.
2. Locate the row where additional text should be created, and then double-click the cell in the **Related Formulas/Rows/Units** column.
3. In the **Reporting Unit Selection** dialog box, select a reporting tree in the **Reporting tree** field.
4. In the **Select reporting unit for restriction** box, expand or collapse the reporting tree, and then select a reporting unit.

See Also

[Related formulas/rows/units](#)

[Specify a row code in row definition](#)

[Contents of a row definition](#)

[Row definitions](#)

Add a format code

The **Format Code** cell offers a selection of preformatted choices for the content of that row. If the **Format Code** cell is blank, the row is interpreted as a financial data detail row.

Note

If a report contains non-amount formatting rows that relate to amount rows that have been suppressed, for example, because of zero balances, you can suppress the printing of title and format rows by using the **Related Formulas/Rows/Units** column. For more information, see [Relate a format row to an amount row](#).

Add a format code to a report row

1. In Report Designer, click **Row Definitions**, and then select a row definition to modify.
2. Double-click the **Format Code** cell.
3. Select a format code from the list. For a list of format codes and their actions, see the following table:

Format Code	Interpretation of Format Code	Action
(none)		Clears the Format Code cell.
TOT	Total	Identify a row that uses mathematical operators in the Related Formulas/Rows/Units column. Totals contain simple operators, for example, + or -. For more information, see Use a row total in a row definition .
CAL	Calculation	Identify a row that uses mathematical operators in the Related Formulas/Rows/Units column. Calculations contain complex operators, for example, +, -, *, /, and IF/THEN/ELSE statements. For more information, see Use a calculation formula in row definition .
DES	Description	Identifies a heading line or an empty line in a report.
LFT	Left	Aligns the row description text on the report page, regardless of its placement in the column definition.
RGT	Right	
CEN	Center	
CBR	Change Base Row	Identifies a row that sets the base row for column calculations. For more information, see Select the base row for a column calculation .
PAGE	Page	Starts a new report page.
---	Single underline	Places a single line under all amount columns in the report.
==	Double underline	Places a double line under all amount columns in the report.
LINE1	Thin line	Draws a single thin line across the page.
LINE2	Thick line	Draws a single thick line across the page.
LINE3	Dotted line	Draws a single dotted line across the page.
LINE4	Thick line and thin line	Draws two lines that appear as thick line followed by a thin line across the page.
LINE5	Thin line and thick line	Draws two lines that appear as a thin line followed by a thick line across the page.
BXB BXC	Boxed row	Draw a box around the report rows that begin with the BXB row and end with the BXC row.

Format Code	Interpretation of Format Code	Action
REM	Remark	Identifies a row that is a comment row and should not be printed on the report. For example, a remark row might explain your formatting techniques.
SORT ASORT SORTDESC ASORTDESC	Sort	Sorts expenses or revenues, sequences an actual or budget variance report by the largest variance, or sorts the row descriptions alphabetically. For more information about the sorting format codes, see Select a sorting code for a row definition .

See Also

[Select Format Override cell in row definition](#)
[Change Normal Balance cell in row definition](#)
[Select print control in row definition](#)
[Specify a row code in row definition](#)
[Row modifier in row definitions](#)
[Contents of a row definition](#)
[Row definitions](#)

Related formulas/rows/units

The **Related Formulas/Rows/Units** cell has multiple purposes. Depending on the type of row, a **Related Formulas/Rows/Units** cell can do one of the following functions:

- Link a formatting row to an amount row to print the formatting only when the related amount is printed. For information, see [Relate a format row to an amount row](#).
- Restrict a row to a specific reporting unit. For information, see [Restrict a row to a specific reporting unit](#).
- Define the base row for calculations when you use the **BASEROW** format code. For information, see [Select the base row for a column calculation](#).
- Define the rows to sort when you use any of the sorting format codes. For information, see [Select a sorting code for a row definition](#).
- Define the rows to include in a calculation when you use a **TOT** format code or a **CAL** format code.

See Also

[Add a format code](#)
[Change Normal Balance cell in row definition](#)
[Contents of a row definition](#)
[Row definitions](#)

Use a row total in a row definition

Use a row total formula to add or subtract amounts in other rows. A formula for creating a row total can include the + and - operators to combine individual row codes and ranges, indicated by a colon (:). The formula can be up to 1024 characters.

The following is an example of a standard totaling formula:

400+420+430+450+460LIABILITIES+EQUITY520:546520:546-LIABILITIES

Components of a row total formula

When you create a row total formula, you must use row codes to specify which rows to add or subtract in the current row definition, and use operators to specify how the rows are combined. Total rows and amount rows can be used in any combination.

Note

All total rows that are within a range are excluded. To create a grand total, you can specify the entire range of rows. If the first row of a range is a total, that row is included in the new total.

The following table describes how operators are used in row total formulas:

Operator	Example formula	Description
+	100+330	Adds the amount in row 100 to the amount in row 330.
:	100:330	Sums the totals of all rows between row 100 and row 330.
-	100-330	Subtracts the amount in row 100 from the amount in row 330.

Create a row total

1. In Report Designer, click **Row Definitions**, and then open the row definition to modify.
2. Double-click the **Format Code** cell in the row definition, and select **TOT**.
3. In the **Related Formulas/Rows/Units** cell, type the total formula.

See Also

[Use a calculation formula in row definition](#)

[Related formulas/rows/units](#)

[Contents of a row definition](#)

[Row definitions](#)

Relate a format row to an amount row

In the **Format Code** column in a row definition, the **DES**, **LFT**, **RGT**, **CEN**, **---**, and **===** format codes apply formatting to non-amount rows. To avoid printing this formatting when the related amount rows are suppressed, because the amount rows contain zero values, you must relate the format rows to the corresponding amount rows. This is helpful when you want to suppress the printing of headers or formatting related to subtotals when there is no detail to print for the period.

Note

You can also suppress the detailed amount rows from printing by clearing the option to display rows with no amounts, which is on the **Settings** tab of the report definition.

Relate a format row to an amount row

1. In Report Designer, click **Row Definitions**, and then select a row definition to modify.
2. In the **Related Formulas/Rows/Units** cell in the formatting row, type the row code of the amount row to be suppressed.
3. On the **File** menu, click **Save**.

Example

In the following example, Phyllis wants to suppress printing of the heading and underscores in the Total Cash row in her report because there was no activity in either of the cash accounts. She types 190, the amount row code to be suppressed, in the **Related Formulas/Rows/Units** cell in row 160, which is a formatting row because the Format Code is **---**.

	A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions
	70	Cash and Cash Equivalents	DES	190						
	100	Cash - Operating Account								+Account = [1100]
	130	Cash - Payroll								+Account = [1110]
	160		---	190						
	190	Total Cash	TOT	100:160						
	295									

See Also

[Restrict a row to a specific reporting unit](#)

[Select the base row for a column calculation](#)

[Select a sorting code for a row definition](#)

[Related formulas/rows/units](#)

[Contents of a row definition](#)

[Row definitions](#)

Select the base row for a column calculation

In relational reporting, one or more base rows are assigned in the row definition by using the **CBR** (Change Base Row) format code. A base row is then referenced by a calculation in the column definition. Common examples of CBR calculations include the following:

- Percentage of total revenue as it relates to individual revenue items.
- Percentage of total expense as it relates to individual expense items.
- Percentage of gross margin as it relates to division or department details.

One or more base rows are defined in the row definition, and then the column definition determines the relationship that the base row is reported on. The code used in the column formula is **BASEROW**. The following basic mathematical operators are used with **BASEROW**: divide, multiply, add, or subtract, although the most common is divide by **BASEROW**, where the result is displayed as a percentage.

Column calculations that use **BASEROW** in the formula use the row definition for the related base row code(s). **CBR** rows have the following characteristics:

- **CBR** rows are not printed on the completed report.
- The **CBR** format code and its related row code are positioned above the row or section that displays related calculations.

In a column definition, the **CALC** column type indicates a column that specifies a formula in the **Formula** row. This formula operates on the data for this column of the report and uses the Baserow keyword to base calculations off of the **CBR** format code(s) in the row.

In the row definition, the **CBR** format code defines the base row for columns that calculate a percentage of or multiply by the base row for each row in the report. You can have multiple CBRs in a row format, such as one with net sales, one with gross sales, and one with total expenses. Usually, the **CBR** is used to create a percentage for accounts that are compared to a total line. A base row is used for all calculations until another base row is defined. You must define a starting **CBR** and an ending **CBR**.

For example, to determine expenses as a percentage of net sales, you could divide the value in each expense row by the value in the net sales row. In this case, the net sales row is the base row.

Select the base row in a row definition for a column calculation

You can define a column definition that reports current and year-to-date results, together with a base percentage of each. Start with a detailed income statement.

1. In Report Designer, click **Column Definitions**, and then open the column definition for an income statement.
2. Add a new column to the column definition with a column type of **CALC**.
3. In the **Formula** cell of the new column, enter the formula of **X/BASEROW**, where X is the FD column type that you want to see a percentage of.
4. Double-click the **Format/Currency Override** cell to open the **Format Override** dialog box. Select **Percentage** in the **Format Category** list, and then click **OK**.
5. On the **File** menu, click **Save As** to save the column definition with a new name. Append the current file name with **CBR**, such as **CUR_YTD_CBR**. This is your baserow column definition.
6. In Report Designer, click **Row Definitions**, and then open the row definition to modify with the baserow calculation. Insert a new row above where the baserow calculation should start.

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- Double-click the **Format Code** cell of the row definition, and then select **CBR**.
- In the **Related Formulas/Rows/Units** cell, type the **Row Code** number for the base row.

Example

In the following row definition example, row 100 shows that the base row for calculations is row 340.

	A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions
	100		CBR	340						
	130									
	160	Revenue	DES							
	190		DES							
	220	Sales								+Account = [410?] -Account = [4109]
	250	Sales Returns								+Account = [4110]
	280	Sales Discounts								+Account = [4250]
	310		---							
	340	Net Sales	TOT	220-250-280						
	370		DES							
	400	COGS								+Account = [450?] -Account = [4509]
	430		---							
	460	Gross Margin	TOT	340-400						
	490									
►	520									
	550									

In the following column definition example, the calculations use the **CBR** code. The calculation in column C has the effect of dividing the value in column B of the report by the value in row 340 of column B. The format override in column B prints the result of the calculation as a percentage. Similarly, each amount in column E is the amount in column D expressed as a percentage of net sales.

	A	B	C	D	E	F
Header 1			% of		% of	
Header 2		@CalMonth...	Net Sales	YTD	Net Sales	
Header 3						
Column Type	DESC	FD	CALC	FD	CALC	
Book Code / Attribute Category		ACTUAL		ACTUAL		
Fiscal Year		BASE		BASE		
Period		BASE		BASE		
Periods Covered		PERIODIC		YTD		
► Formula			B/BASEROW		D/BASEROW	
Column Width	30	14	14	14	14	
Extra Spaces Before Column						
Format / Currency Override			#,##0.0%...		#,##0.0%...	
Print Control	WT					
Column Restrictions						

As a result of the previous calculations, the following sample report could be generated.

	TWO			
	For the One Month Ending Friday, April 30, 2012			
	April	% of Net Sales	YTD	% of Net Sales
Revenue				
Sales	(\$22,017.95)	100.0%	(\$22,017.95)	100.0%
Sales Returns				
Sales Discounts				
Net Sales	(22,017.95)	100.0%	(22,017.95)	100.0%
COGS	19,297.28	(87.6%)	19,297.28	(87.6%)
Gross Margin	(41,315.23)	187.6%	(41,315.23)	187.6%

See Also

[Restrict a row to a specific reporting unit](#)

[Related formulas/rows/units](#)

[Row definitions](#)

Select a sorting code for a row definition

Sorting codes sort accounts, values, sequence an actual or budget variance report by the largest variance, or sort the row descriptions alphabetically. The following sorting codes are available:

- **SORT** – Sorts the report in ascending order, based on the values in the specified column.
- **ASORT** – Sorts the report by the absolute value of the values in the specified column in ascending order. In other words, the sign of each value is ignored in the sort. This format code sequences the values by the magnitude of the variance, whether positive or negative.
- **SORTDESC** – Sorts the report in descending order, based on the values in the specified column.
- **ASORTDESC** – Sorts the report in descending order by the absolute value of the values in the specified column.

Specify a sorting code

1. In Report Designer, click **Row Definitions**, and then open the row definition to modify.
2. Double-click the **Format Code** cell, and then select a sorting code.
3. In the **Related Formulas/Rows/Units** cell, type the range of row codes to sort. To specify a range, enter the first and last row codes separated with a colon. For example, **160:490** specifies the range 160 through 490.
4. In the **Column Restriction** cell, type the letter of the report column to be used for the sort.

Note

Include only amount rows in a sort calculation.

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Example

The following building block example shows an ascending sort on the values in column D of the report for rows 160 through 490. It also shows how a descending sort on the absolute values in column G of the report for rows 610 through 940 is set up.

Row Code	Description	Format Code	Related Formulas/Rows/Units	Normal Balance	Column Restriction	Link to Financial Dimensions
100	Sorted by Monthly Variance in Ascending Order	DES				
130		SORT	160:490		D	
160	Sales			C		4100
190	Sales Returns					4110
	...					
490	Interest Income			C		7000
520		DES				
550	Sorted by YTD Absolute Variance in Descending Order	DES				
580		ASORTDESC	610:940		G	
610	Sales			C		4100
640	Sales Returns					4110
	...					
940	Interest Income			C		7000

The report resembles the following illustration:

Variance Analysis (Sorted by Variance)						
Beijing and Atlanta Regions						
For the Seven Months Ending July 31, 2007						
	July			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Sorted by Monthly Variance in Ascending Order						
COGS	873,872	236,144	(637,728)	4,864,274	1,590,315	(3,273,959)
Salaries and Wages	97,624	65,573	(32,051)	653,884	441,664	(212,220)
Sales Discounts	36,383	24,152	(12,231)	241,562	162,670	(78,892)
Sales Returns	10,917	7,246	(3,671)	62,809	48,803	(14,006)
Rent Expense	12,052	9,019	(3,033)	80,444	60,748	(19,696)
Office Expense	5,023	3,291	(1,732)	33,420	22,098	(11,322)
Travel Expense	7,656	7,641	(15)	51,062	51,469	407
Sales	1,240,119	410,389	829,730	7,139,288	2,764,549	4,374,739
Sorted by YTD Absolute Variance in Descending Order						
Sales	1,240,119	410,389	829,730	7,139,288	2,764,549	4,374,739
Travel Expense	7,656	7,641	(15)	51,062	51,469	407
Office Expense	5,023	3,291	(1,732)	33,420	22,098	(11,322)
Sales Returns	10,917	7,246	(3,671)	62,809	48,803	(14,006)
Rent Expense	12,052	9,019	(3,033)	80,444	60,748	(19,696)
Sales Discounts	36,383	24,152	(12,231)	241,562	162,670	(78,892)
Salaries and Wages	97,624	65,573	(32,051)	653,884	441,664	(212,220)
COGS	873,872	236,144	(637,728)	4,864,274	1,590,315	(3,273,959)

See Also

[Relate a format row to an amount row](#)

[Restrict a row to a specific reporting unit](#)

[Select the base row for a column calculation](#)

[Related formulas/rows/units](#)

[Row definitions](#)

Select Format Override cell in row definition

The **Format Override** cell specifies the print format for the row. This numerical format overrides the formatting that is specified in the column definition and the report definition, which, by default, is currency. If the report lists the number of assets in one row, such as number of buildings, and their monetary value in another row, you can override the currency formatting and enter numeric formatting for the row that specifies the number of buildings.

Specify this information in the **Format Override** dialog box. The available options depend on the format category that you select. Example formats are displayed in the **Sample** area of the dialog box.

The available format categories are:

- [Currency formatting](#)
- [Numeric formatting](#)
- [Percentage formatting](#)
- [Custom formatting](#)

Override cell formatting

1. In Report Designer, open the row definition to modify.
2. Double-click a cell in the **Format Override** column.
3. In the **Format Override** dialog box, select the formatting options to use in the report.
4. Click **OK**.

Currency formatting

Currency formatting applies to a fiscal amount and includes the currency symbol. The following options are available:

- **Currency symbol** – The currency symbol for the report. This value overrides the **Regional Options** setting for the company information.
- **Negative numbers** – Negative numbers can be displayed with the minus sign (-) or in parentheses ().
- **Decimal places** – The number of digits to show after the decimal point.
- **Zero value override text** – The text to include in the report when the amount is zero. This text appears as the last line in the **Sample** area.

Note

If printing is suppressed for zero values, this text is also suppressed.

Numeric formatting

Numeric formatting applies to any amount and does not include a currency symbol. The following options are available:

- **Negative numbers** – Negative numbers can be displayed with the minus sign (-) or in parentheses ().
- **Decimal places** – The number of digits to show after the decimal point.
- **Zero value override text** – The text to include in the report when the amount is zero. This text appears as the last line in the **Sample** area.

Note

If printing is suppressed for zero values, this text is also suppressed.

Percentage formatting

Percentage formatting includes the percent sign (%). The following options are available:

- **Negative numbers** – Negative numbers can be displayed with the minus sign (-) or in parentheses ().
- **Decimal places** – The number of digits to display after the decimal point.
- **Zero value override text** – The text to include in the report when the amount is zero. This text appears as the last line in the **Sample** area.

Note

If printing is suppressed for zero values, this text is also suppressed.

Custom formatting

Use the custom format category to create a custom format override. The following options are available:

- **Type** – The custom format.
- **Zero value override text** – The text to include in the report when the amount is zero. This text appears as the last line in the **Sample** area.

The type should represent both the positive, and then the negative value. Typically, you enter a similar format differentiating between positive and negative values. For example: 0.00; (0.00)

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The following table shows custom formats that can be used to control how your values should be formatted. These examples start with a value of 1234.56.

	Positive	Negative	Zero
0	1235	-1235	0
0;0	1235	1235	0
0;(0);-	1235	1235	-
#,###;(##,###);""	1,235	(1,235)	(blank)
#,##0.00;(##,##0.00);zero	1,234.56	(1,234.56)	zero
0.00%;(0.00%)	123456.00%	(123456.00%)	0.00%

Note

If printing is suppressed for zero values, this text is also suppressed.

See Also

[Add a format code](#)

[Contents of a row definition](#)

[Row definitions](#)

Change Normal Balance cell in row definition

The **Normal Balance** cell within a row definition controls the sign of the amounts in a row. To reverse the sign of a row, or if the normal balance of an account is a credit, enter a **C** in the **Normal Balance** cell for that row. Management Reporter for Microsoft Dynamics ERP reverses the sign on all credit balance accounts in that row. When Management Reporter converts these accounts, it removes the debit/credit characteristic from all amounts, which makes totaling very straightforward. For example, to calculate net income, you subtract expenses from income.

Totaled and calculated rows typically are not affected by a **C** code. The exception is that the **XCR** print control in the column definition reverses the sign of any row that contains a **C** in the **Normal Balance** column. This formatting is especially important when you want to show all unfavorable variances as negative amounts. If a totaled or calculated number displays the wrong sign, place a **C** in the **Normal Balance** cell for the row to reverse the sign. For more information about the column definition **Print Control**, see [Select print control in row definition](#).

See Also

[Row modifier in row definitions](#)

[Contents of a row definition](#)

[Row definitions](#)

Row modifier in row definitions

The content of the **Row Modifier** cell in a row definition overrides the fiscal years, periods, and other information that is specified in the column definition for that row. The selected modifier applies to every account in the row.

You can modify each row with one or more of the following types of modifiers:

- [Account modifiers](#)
- [Book code modifiers](#)
- [Account and transaction attributes](#)

Account modifiers

Usually when you select a specific account, Management Reporter combines the account with the fiscal years, periods, and other information that you specify in the column definition. You can use different information, such as different fiscal periods, for specific rows.

The following account modifiers are available. Replace the number sign (#) with a value equal to or less than the number of periods in a fiscal year.

Account Modifier	What is Printed
/BB	Beginning balance for an account.
/#	Balance for the specified period.
/-#	Balance for the period that is # periods before the current period.
/+#	Balance for the period that is # periods after the current period.
/C	Balance for the current period.
/C-#	Balance for the period that is # periods before the current period.
/C+#	Balance for the period that is # periods after the current period.
/Y	Year-to-date balance through the current period.
/Y-#	Year-to-date balance through the period that is # periods before the current period.
/Y+#	Year-to-date balance through the period that is # periods after the current period.

Book code modifiers

You can limit a row to an existing book code. The column definition must include at least one **FD** column with a book code.

Note

The book code restriction for a row overrides the book code restrictions in the column definition for that row.

Account and transaction attributes

Some accounting systems support account attributes and transaction attributes in the financial data. These attributes function like virtual account segments and can carry additional information about the account or transaction, which might be, for example, account ID, batch ID, postal codes, or other attributes.

If your accounting system supports attributes, you can use account attributes or transaction attributes as row modifiers in the row definition. For information about how to override row information, see [Use row modifier to override row information](#).

For information about how to use account attributes and transaction attributes in the column definition, see the **ATTR** column type in [Specify a column type in a column definition](#). For information about how to use attribute filters in the column definition, see [Apply an attribute filter in a column definition](#).

See Also

[Specify a row code in row definition](#)

[Contents of a row definition](#)

[Row definitions](#)

Use row modifier to override row information

The content of the **Row Modifier** cell in a row definition overrides the fiscal years, periods, and other information that is specified in the column definition for that row. The selected modifier applies to every account in the row. For definitions of the options in the **Row Modifier** dialog box, see [Row modifier in row definitions](#).

Override row information

When necessary, replace the number sign (#) with a numeric value.

1. In Report Designer, open the row definition to modify.
2. Double-click the **Row Modifier** cell in the row where you want to override the column definition. The **Row Modifier** dialog box opens.
3. Select an option in the **Account modifier** field. For a list of options, see [Account modifiers](#).
4. In the **Book code** modifier field, select the book code to use for the row.
5. Under **Attributes**, add an entry for each attribute to be included with the row code as follows:
 - Double-click the **Attribute** cell, and select an attribute name.
 - Double-click the **From** cell, and type the first value for the range.
 - Double-click the **To** cell, and type the final value for the range.
6. Click **OK**.

See Also

[Apply an attribute filter in a column definition](#)

[Contents of a row definition](#)

[Row definitions](#)

Link to Financial Dimensions cell in a row definition

The **Link to Financial Dimensions** cell contains links to the financial data to include in each row of a report. This cell contains dimension values, but you can specify cells in an Excel worksheet instead of, or in addition to, segment values or dimension values. For information about how to link to Excel worksheets, including how to change the type of link, see [Link reports to Microsoft Excel](#).

To open the **Dimensions** dialog box, double-click the **Link to Financial Dimensions** cell.

Note


Report Designer cannot select any account, dimension, or field from the Microsoft Dynamics ERP system that includes the following reserved characters: & * [].

To specify information for a row that is already in the row definition, add the information in the **Link to Financial Dimensions** cell. To add new rows that link to the financial data, use the **Insert Rows from** dialog box to create new rows in the report definition.

The column title changes depending on how the column is configured, as shown in the following table.

When this link type is selected	The description on the Link column changes to
Financial Dimensions	Link to Financial Dimensions
External Worksheet	Link to Worksheet
Financial Dimensions + Worksheet	Link to Financial Dimensions + Worksheet
Management Reporter Report	Management Reporter Report

Specify a dimension or range

1. In Report Designer, open the row definition to modify. Double-click a cell in the **Link to Financial Dimensions** column.
2. In the **Dimensions** dialog box, double-click a cell under the dimension name.
3. In the dialog box for the dimension, select **Individual or range**.
4. Enter the starting dimension in the **From** field, or click  to search for available dimensions. To enter a range of dimensions, enter the ending dimension in the **To** field.
5. Click **OK** to close the dialog box for the dimension. The updated dimension or range is displayed in the **Dimensions** dialog box.
6. Click **OK** to close the **Dimensions** dialog box.

See Also

[Display zero balance accounts in a row definition](#)

[Wildcards and ranges in row definitions](#)

[Add or subtract from other accounts in a row definition](#)

[Add dimension sets in a row definition](#)

[Use additional file types with Management Reporter](#)

[Contents of a row definition](#)

[Row definitions](#)

Display zero balance accounts in a row definition

By default, Management Reporter suppresses the printing of any row that does not have a corresponding balance in the financial data. Therefore, you can create one row definition that includes all natural segment values or all dimension values, and then use that row definition with any of your departments.

The following formatting settings apply to the printing of zero amounts:

- Display blanks for zero amounts
- Display rows with no amounts
- Display reports with no active rows

Modify zero balance settings

1. In Report Designer, open the report definition to modify.
2. Click the **Settings** tab.
3. Under **Other formatting**, select options for the row definition that is used in the report definition.
4. To save these options, click **Save** on the **File** menu.

See Also

[Add or subtract from other accounts in a row definition](#)

[Add dimension sets in a row definition](#)

[Wildcards and ranges in row definitions](#)

[Link to Financial Dimensions cell in a row definition](#)

[Row definitions](#)

Wildcards and ranges in row definitions

When you enter a natural segment value in the **Dimensions** dialog box, you can place a wildcard character (?) or *) in any position of a segment. Management Reporter extracts all of the values for the defined positions without regard to the wildcard numbers. For example, if the row definition contains only natural segment values, assuming a four-character natural segment, entering **6???** in a row instructs Management Reporter to include all accounts whose natural segment value begins with a **6**. Entering **6*** would return the same results, but would also include variable width values, such as 60 and 600000.

Management Reporter replaces each wildcard character (?) with the complete range of possible values, including letters and special characters. For example, in the range from 12?0 through 12?4, the wildcard character in 12?0 is replaced with the lowest value in the character set, and the wildcard character in 12?4 is replaced with the highest value in the character set.

Note

The use of wildcard characters should be avoided for the starting and ending accounts in ranges. If you use wildcard characters in either the starting account or the ending account, you might return unexpected results.

Single-segment or single-dimension ranges

You can specify a range of segment values or dimension values. The benefit of specifying a range is that you do not have to update the row definition every time that a new segment value or dimension value is added to the financial data.

For example, the range **+Account=[6100:6900]** pulls the values from Account 6100 through 6900, inclusively, into the row amount.

When a range includes a wildcard character (?), Management Reporter does **not** evaluate the range on a character-by-character basis. Instead, the low and high ends of the range are determined, and then all values between those ends are included, inclusive.

Note

Report Designer is unable to select any account, dimension, or field from the Microsoft Dynamics ERP system that includes the following reserved characters: **& * []**. You can add an ampersand (&) only when you are automatically building row definitions by using the **Insert Rows from** dialog box. For more information, see the Management Reporter Help documentation.

Multiple-segment or multiple-dimension ranges

When you enter a range by using combinations of multiple dimension values, the range comparison is accomplished on a dimension-by-dimension basis. The range comparison cannot be accomplished on either a character-by-character basis or a partial segment basis.

For example, the range **+Account=[5000:6000], Department=[1000:2000], Cost center=[00]** includes only the accounts that match each segment. In this scenario, the first dimension must be in the range from 5000 through 6000, the second dimension must be in the range from 1000 through 2000, and the last dimension must be 00. (For example, **+Account=[5100], Department=[1100], Cost center=[01]** would not be included in the report because the last segment is out of the specified range.)

If a segment value includes spaces, enclose that value in square brackets **[]**. The following values are valid for a four-character segment: **[234], [123], [1 34]**

Dimension values should be enclosed in square brackets, which Management Reporter will do for you.

When a multiple-segment or multiple-dimension range includes wildcard characters (? or *), the low and high ends of the whole multiple-segment or multiple-dimension range is determined, and then all values between those ends are included, inclusively. If you have a large range, such as the whole range of accounts 40000 to 99999, you should specify a valid starting and ending account, when it is possible.

Note

Report Designer is unable to select any account, dimension, or field from the Microsoft Dynamics ERP system that includes the following reserved characters: **& []**. You can add an ampersand (&) only when you are automatically building row definitions by using the **Insert Rows from** dialog box. For more information, see the Management Reporter Help documentation.

See Also

[Add or subtract from other accounts in a row definition](#)

[Add dimension sets in a row definition](#)

[Display zero balance accounts in a row definition](#)

[Link to Financial Dimensions cell in a row definition](#)

Add or subtract from other accounts in a row definition

To add or subtract monetary amounts in one account from the monetary amounts in another account, you can use the plus sign (+) and the minus sign (-) in the **Link to Financial Dimensions** cell.

The following table shows acceptable formats for adding and subtracting links to financial data.

To do this:	Use this format:
Add two fully-qualified accounts	1205-2000-000+1205-2100-000 +Division=[000], Account=[1205], Department=[00] +Division=[100], Account=[1205], Department=[00]
Add two segment values	1205+1210 +Account=[1205]+Account=[1210]
Add segment values that include wildcard characters	120?+11?? +Account=[120?+Account=[11??]
Add a range of fully-qualified accounts	+(1205-1000-000:1205-2000-000) +Division=[000:100], Account=[1205], Department=[00]
Add a range of segment values	+(1200:1205) +Account=[1200:1205]
Add a range of segment values that include wildcard characters	+(120?:130?) +Account=[120?:130?]
Subtract one fully-qualified account from another fully-qualified account	1205-2100-000-(1205-2000-000) +Division=[000], Account=[1205], Department=[00]- Division=[100], Account=[1205], Department=[00]
Subtract one segment value from another segment value	1210-(1205) +Account=[1205]-Account=[1210]
Subtract a segment value that includes a wildcard character from another segment value	1100-(120?) +Account=[1200]-Account=[11??]
Subtract a range of fully-qualified accounts	-(1205-1000-000:1205-2000-000) -Division=[000:100], Account=[1200:1205], Department=[00:01]
Subtract a range of segment values	-(1200:1205) -Account=[1200:1205]
Subtract a range of segment values that include wildcard characters	-(120?:130?) -Account=[120?:130?]

Although you can modify the accounts directly, you can also use the **Dimensions** dialog box to apply the correct formatting to your financial data links. Any of the values can include wildcard characters (? or *).

Report Designer cannot select any account, dimension, or field from the Microsoft Dynamics ERP system that includes the following reserved characters: & * [].

Note

To subtract values, you must put parentheses around those values. For example, if you enter **450?-(4509), +Account=[4509]-Account=[450?]**, you are instructing Management Reporter to subtract the amount for account segment 4509 from the amount for any account segment that starts with 450.

Add or subtract accounts from other accounts

1. In Report Designer, open the row definition to modify.
2. Double-click a cell in the **Link to Financial Dimensions** column.
3. In the first row of the **Dimensions** dialog box, follow these steps:
 - In the **Operator +/-** cell, select the operation (+ or -) that applies to one or more segment values or sets in the row.
 - Double-click the cell in the **Division** column. In the **Division** dialog box, select **Individual or range**, and then enter a segment value in the **From** column.
4. Repeat steps 2 and 3 to add more operations.

Note

The operator always applies to the dimensions in the same row.

See Also

[Add dimension sets in a row definition](#)

[Wildcards and ranges in row definitions](#)

[Display zero balance accounts in a row definition](#)

[Link to Financial Dimensions cell in a row definition](#)

[Row definitions](#)

Add dimension sets in a row definition

A dimension value set is a named group of dimension values. A dimension value set can contain values in a single dimension only, but you can use a dimension value set in multiple row definitions, column definitions, reporting tree definitions, and report definitions. You can also combine dimension values sets in a report definition.

For more information about dimension values, see [Link to Financial Dimensions cell in a row definition](#).

When a change to your financial data requires that you change the dimension value set, you can update the dimension value set definition, and that update applies to all areas that use the dimension value set. For example, if you frequently indicate a range of values to link to your financial data, such as the values from 5100 through 5600, you might assign this range to an account set titled Sales.

After you create a set of dimension values, you can select that set as your financial data link.

In another example, if you have the value range of 5100 through 5600 assigned to Sales and 4175 assigned to Discounts, you can determine total sales by subtracting Discounts from Sales indicated as (5100:5600)-4175.

Create a set of dimension values

1. In Report Designer, open the row, column or tree definition to modify.
2. On the **Edit** menu, click **Manage Dimension Value Sets**.
3. In the **Manage Dimension Value Sets** dialog box, select the type of dimension value set to create in the **Dimension** field, and then click **New**.
4. In the **New** dialog box, type the name and description for the set.
5. In the **From** column, double-click inside a cell to open the **Account** dialog box. Select the account name from the list, or search for the entry in the **Search** field. Click **OK**.
6. Repeat step 5 in the **To** column to design a formula for that operator.
7. When the formula is completed, click **OK**.
8. In the **Manage Dimension Sets** dialog box, click **Close**.

Update a set of dimension values

1. In Report Designer, open the row, column, or tree definition to modify.
2. On the **Edit** menu, click **Manage Dimension Value Sets**.
3. In the **Manage Dimension Value Sets** dialog box, select the dimension type in the **Dimension** field.
4. Select the dimension value set to update from the list, and then click **Modify**.
5. In the **Modify** dialog box, modify the formula values to include in the set.

Note

If you add new accounts or dimensions, make sure that you modify the existing dimension value sets to incorporate the changes.

6. Double-click the cell to select the appropriate **Operator**, **From** account, and **To** account.
7. Click **OK** to close the **Modify** dialog box and save changes.

Copy a dimension set

1. In Report Designer, open the row, column, or tree definition to modify.
2. On the **Edit** menu, click **Manage Dimension Value Sets**.
3. In the **Manage Dimension Value Sets** dialog box, select the dimension type in the **Dimension** field.
4. Select the set to copy from the list, and then click **Save As**.
5. Enter a new name for the copied set, and then click **OK**.

Delete a dimension set

1. In Report Designer, open the row, column, or tree definition to modify.
2. On the **Edit** menu, click **Manage Dimension Value Sets**.
3. In the **Manage Dimension Value Sets** dialog box, select the dimension type in the **Dimension** field.
4. Select the set to delete, and then click **Delete**. Click **Yes** to permanently delete the dimension value set.

See Also

[Add or subtract from other accounts in a row definition](#)

[Wildcards and ranges in row definitions](#)

[Display zero balance accounts in a row definition](#)

[Link to Financial Dimensions cell in a row definition](#)

[Row definitions](#)

Column definitions

A column definition is a report component, also called a building block, which defines the contents of columns in a report. Like row definitions, a basic column definition can be used in multiple reports.

A column definition can contain 2 to 255 columns.

- [Contents of a column definition](#)
- [Specify a column type in a column definition](#)
- [Column restrictions](#)

Contents of a column definition

A column definition includes the following information:

- A column that displays the descriptions from the row definition.
- Amount columns that display data from the financial data, an Excel spreadsheet, or calculations on other data in the column definition.
- Formatting columns.
- Attribute columns.

This information appears in the following two sections in the column definition:

- The headers area of the column definition contains the heading text and formatting that appears in the report. A header can apply to a single column of data, spread across multiple columns, or apply to columns on a conditional basis. For more information about column headers, see [Create column headers](#). The column definition can include as many column header rows as you need.

Note

Column headers apply to each column of data in the report. Report headers apply to the whole report. Define report headers on the **Headers and Footers** tab of the report definition.

- Column detail rows are the rows under the header rows in the column definition. Column detail rows define the information to include in the report. The following table lists and describes the column detail rows.

Column detail row name	Description
Column Type	Specifies the type of data in this column. For more information, see Specify a column type in a column definition . This is a required component.
Book Code/Attribute Category	Specifies financial data information for FD and ATTR column types. For more information, see Financial Dimensions column .
Fiscal Year Period Periods Covered	Specify financial data information for FD column types. For more information, see Financial Dimensions column .
Formula	Specifies a calculation formula for CALC column types. For more information, see Calculation column in a column definition .
Column Width Extra Spaces Before Column Format/Currency Override Print Control	Specify special format options. For more information, see Add special formatting options or Adjust columns while designing reports .
Column Restrictions	Restricts data. For more information, see Add a column restriction .
Reporting Unit	Restricts the column to show data for the specified reporting unit only. For more information, see Build a reporting tree definition .

Column detail row name	Description
Currency Source Currency Filter	Format currency. For more information, see Format a multiple currency report in a column definition .
XBRL Currency XBRL Dimension	Specifies XBRL currency and dimensional data. For more information about the XBRL Dimensions dialog box, see Link to XBRL taxonomies . Dimensions not defined in the column definition must be defined in the reporting tree definition.
Dimension Filter	Specifies a filter to limit data to certain financial data reporting units. For more information, see Apply a dimension filter in a column definition .
Attribute Filter	Specifies a filter to limit the financial data. For more information, see Apply an attribute filter in a column definition .
Start Date End Date	Restrict the financial data to specific dates. For more information, see Restrict a column to specific dates in a column definition .
Justification	Justifies the description text that is specified in the row definition. For more information, see Apply column justification in a column definition .

Create a column definition

1. In Report Designer, click **Column Definitions**.
2. On the **File** menu, click **New**, and then select **Column Definition**.
3. Add the information that is defined in the [Contents of a column definition](#) section in this topic.

Open a column definition

1. Open Report Designer. In the navigation pane, click **Column Definitions**.
2. Double-click a column definition to open it.

Add a column to a column definition

1. In Report Designer, click **Column Definitions**, and then open the column definition to modify.
2. Select a column where a new column should be inserted.
3. On the **Edit** menu, click **Insert Column**. The new column appears to the left of the column that you selected.

Delete a column from a column definition

1. In Report Designer, click **Column Definitions**, and then open the column definition to modify.
2. Select the column to delete.
3. On the **Edit** menu, click **Delete Column**.

See Also

[Link to XBRL taxonomies](#)

[Column definitions](#)

Specify a column type in a column definition

The type of information that is included in each column within a report is specified by the value in the **Column Type** row in the column definition. Each column definition must contain at least one description (**DESC**) column and one amount (**FD**, **WKS**, or **CALC**) column. For a definition of each column type, see [Column types](#).

Note

The **Column type** codes do not apply to all accounting systems. If you select a type that is not valid with your accounting system, that column appears blank in the report.

Specify a column type

1. In Report Designer, open the column definition to modify.
2. Double-click a cell in the **Column Type** row in the appropriate column.
3. Select a column type from the list. For a description of column types, see [Column types](#).

Column types

Column type code	Description
FD	<p>Use this code to display financial data, or to display data from an Excel spreadsheet when you use a Link to Financial Dimensions column or a Link to Worksheet column in the row definition.</p> <p>When you select the FD column type, default settings are automatically specified in the following rows:</p> <ul style="list-style-type: none"> • Book Code/Attribute Category – ACTUAL • Book Code/Attribute Category – ACTUAL • Fiscal Year – BASE • Period – BASE • Periods Covered – PERIODIC • Column Width – 14 <p>These default settings can be changed. For more information, see Financial Dimensions column.</p>
CALC	<p>Use this code to display the result of a simple or complex calculation. For more information, see Calculation column in a column definition.</p>
DESC	<p>Use this code to place the row description from the row definition. Although this column is frequently the first column in the report, the description column can be in any position.</p>
ROW	<p>Use this code to display the individual row codes for financial rows from the Row Code column in the row definition.</p> <p>For more information, see Specify a row code in row definition.</p>

Column type code	Description
ACCT (Account codes)	Use this code to display the concise financial data segment values or dimension values that apply to each row. For account and transaction detail reports, the fully-qualified account is printed, for example, 110140-070-0101. If ranges have been specified in the Link to Financial Dimensions column in an associated row definition, the range is enclosed in square brackets and is treated as if it were a single value. For example, [110140:110700]-070-[0101:0200]. For financial reports and high-level reports that may be a combination of several accounts, the financial data link from the row definition is printed, for example, 1100:1200.
FILL	Use this code to fill the cell with a character that is enclosed in single quotation marks. If you do not enter a character, the column blank is left blank. For example, to fill a column with an ellipsis (...), enter FILL '.'
PAGE	Use this code to insert a vertical page break in the report. The columns that are to the right of the PAGE column appear on a different page.
WKS	Use this code to display data that is pulled from an Excel spreadsheet.
ATTR	<p>If your accounting system supports the use of attributes, use this code to display an account or transaction attribute in the column. An attribute, which must apply to a single full account, extracts underlying account or transaction information from the financial data. Account-level attributes display data from the account and transaction-level attributes display data that occurred at the time the transaction was posted. For more information about how to use attributes together with a row definition, see Row modifier in row definitions.</p> <p>When you select ATTR as the column type, specify the Attribute Category in the Book Code/Attribute Category detail row of the column definition.</p> <p>For more information about attribute filters, see Apply an attribute filter in a column definition.</p>
XBRL ELEMENT	If you are using XBRL, use this code to display the XBRL element that is associated with this column type. For more information about XBRL, see XBRL and Management Reporter .

See Also

[Financial Dimensions column](#)

[Calculation column in a column definition](#)

[Apply an attribute filter in a column definition](#)

[Apply a dimension filter in a column definition](#)

[Format a multiple currency report in a column definition](#)

[Contents of a column definition](#)

[Column definitions](#)

Financial Dimensions column

The following **Column Definition** row definitions apply to columns with the Column Type **FD** (Amounts from Financial Dimensions).

Book Code/Attribute Category

The **Book Code/Attribute Category** cell identifies the book code for the data in the **FD** column. A column definition can include multiple actual, budget, and statistical columns, and can display different periods, such as current or year-to-date, and different amounts.

The list of book codes reflects the actual, budget, and statistical (non-financial) options that have been established in your financial data.

Period

The **Period** cell identifies the fiscal periods to include in this column. The period can be relative to the base period that is specified when the report is generated. The following options are available:

Option	Description
BASE	Use the base period.
BASE+#	Use the period that is # periods after the base period. For example, to use the third period after the base period, type BASE+3 .
BASE-#	Use the period that is # periods before the base period. For example, to use the prior period, type BASE-1 .
BASE-#:BASE	Use multiple periods from before the base period through the base period. For example, to use the three prior periods and the base period, type BASE-3:BASE .
BASE:BASE+#	Use multiple periods from the base period through a number of periods after the base period. For example, to use the base period and the following two periods, type BASE:BASE+2 .
BASE-#:BASE+#	Use multiple periods from before the base period to after the base period. For example, to use the three prior periods, the base period, and the following two periods, type BASE-3:BASE+2 .
1:BASE	Use multiple periods from the first period through the base period.
#	Always use a specific period number. We do not recommend using this option because it reduces the flexibility of the column definition.
##	Always use a specific range of periods. We do not recommend using this option because it reduces the flexibility of the column definition.

You can go beyond fiscal year boundaries in any of the period specifications, and you can mix years within a range of periods. For example, if you specify the periods **BASE- 5** (representing the past 6 periods) and run the report with a base period of 2, the report will show data for the first two periods of the specified fiscal year and the last four periods of the previous fiscal year.

Specify the periods for an FD column

1. In Report Designer, open the column definition to modify.
2. In an **FD** column, double-click the cell in the **Period** row, and then select an option in the list.
3. In the formula bar (above the menu bar), complete the formula:
 - If you selected a **BASE** option in step 1, replace the number sign (#) character with the number of periods to offset the data.
 - If you selected the **#** or **#: #** option in step 1, replace each number sign (#) character with a specific period value.

Note

Alternatively, you can type the entire formula into the **Period** cell.

Periods Covered

The **Periods Covered** cell identifies the amount to display in this column. This amount is relative to the value in the **Fiscal Year** and **Period** cells for this column. The following options are available:

Option	Description
PERIODIC	Displays the sum of the activity for the current period or range of periods.
PERIODIC/BB	Displays the beginning balance for the current period or range of periods.
YTD	Displays the sum of the year-to-date activity.
YTD/BB	Displays the beginning balance for the year.

Specify the periods covered for an FD column

1. In Report Designer, open the column definition to modify.
2. In an **FD** column, double-click the cell in the **Periods Covered** row.
3. Select an option in the list.

See Also

[Apply an attribute filter in a column definition](#)

[Apply a dimension filter in a column definition](#)

[Format a multiple currency report in a column definition](#)

[Specify a column type in a column definition](#)

[Contents of a column definition](#)

[Column definitions](#)

Apply an attribute filter in a column definition

Attributes are financial data values that further define an account or transaction. Account attributes may include Asset, Liability, Revenue, and Expense. Transaction attributes may include Transaction Description and Transaction Apply Date. Attribute support may differ between Microsoft Dynamics ERP systems.

The **Attribute Filter** cell restricts data in **FD** columns to specific values or ranges for attribute categories. This can be used in conjunction with an **ATTR** column, but the **ATTR** column is not required. In the **FD** column, there is a limit on which accounts or transactions will be included in the report from the attribute filter.

Note

To see which attributes your ERP system supports, see the integration guide for your system.

For information about using account attributes and transaction attributes in the row definition, see [Row modifier in row definitions](#).

Apply an attribute filter for an FD column in a report

1. In Report Designer, open the column definition to modify.
2. Double-click the **Attribute Filter** cell for an **FD** column.
3. In the **Attribute Filter** dialog box, double-click a cell in the **Attribute** column, and then select the filter type.
4. To further limit the results, enter a range in the **From** and **To** columns. The **From** cell must contain a value.
5. Click **OK**.

Example

The following table shows an account attribute in the **Attribute Category** row. The **Attribute Filter** for this column specifies the range of values to include in the report.

	A	B
Column Type	DESC	FD
Book Code/Attribute Category		ACTUAL
Fiscal Year		BASE
Period		1:BASE
Periods Covered		PERIODIC
...		
Column Width	30	
...		
Attribute Filter		Reference=[01:10]

See Also

[Specify a column type in a column definition](#)

[Financial Dimensions column](#)

[Contents of a column definition](#)

[Column definitions](#)

Apply a dimension filter in a column definition

A dimension filter is used to restrict the **FD** column to specific dimension values.

The filter can include a single dimension, a range of dimensions, or a group of dimensions. The filter can also include dimension value sets. Because dimension values can vary, a dimension-based system does not have to adhere to an exact length.

The filter is applied, regardless of whether the report includes a reporting tree.

You can use a wildcard character (? or *) in any position. When you specify multiple accounts, place a comma between accounts, as in the following example:

```
+Account=[1200], +Account=[1100], Department=[01?]
```

To receive all departments for a specific account, you can exclude the Department dimension in the dimension filter. For example,

```
+Account=[1100], Department
```

is treated the same as:

```
+Account=[1100]
```

You can also use any combination of alphanumeric characters for exact matching, and you can define partial dimensions. For example, **Location = [10*]** includes all location dimension values that begin with 10.

Apply a dimension filter for a column in a report

1. In Report Designer, open the column definition to modify.
2. Double-click the **Dimension Filter** cell for an **FD** column.
3. In the **Dimensions** dialog box, enter the filter(s) to apply.
4. Click **OK**.

See Also

[Apply an attribute filter in a column definition](#)

[Specify a column type in a column definition](#)

[Financial Dimensions column](#)

[Contents of a column definition](#)

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Format a multiple currency report in a column definition

A multiple currency report can display amounts in the natural (local), functional (default), or reporting currency. A company's functional currency is defined in the Microsoft Dynamics ERP system. Do not confuse this ERP setting with the operating system regional options setting where you can configure the default currency symbols to be used on reports.

The following currency-related cells are in the column definition:

- **Currency Source** – Specifies the type of currency (natural, functional, or reporting) in which the transactions are displayed. This functionality is sometimes called currency translation, which is the ability to report general ledger amounts in a currency that may not be the functional currency of the company, and it may not be the currency in which the transaction was entered.
- **Currency Filter** – Specifies a currency filter. Only transactions entered in the selected currency are displayed in the report.

To determine a company's functional currency, do the following:

1. In Report Designer, on the **Company** menu, click **Companies** to open the **Companies** dialog box.
2. Select a company, and then click **View**. The **View Company** dialog box opens. The currency defined for this company is shown under **Regional options**.

For more information about creating a multiple currency report, see the Management Reporter Help documentation.

Specify the currency in a multiple currency report

1. In Report Designer, open the column definition to modify.
2. Double-click the **Currency Source** cell in an **FD** column.
3. Select an option for displaying currency information: **Natural/originating currency**, **Functional currency from company information**, or the reporting currency.
4. Double-click the **Currency Filter** cell in the **FD** column, and then select the appropriate currency code in the list. Only transactions entered in this currency are displayed in the report.

Note

The options described here may differ based on the ERP system. For more information, see data integration guide for your ERP system.

Example

Phyllis has made the following currency selections in her column definition:

- **Currency Source** – Functional (U.S. dollars)
- **Currency Filter** – Canadian dollars

Because of the currency filter selection, the report prints only transactions that were entered in Canadian dollars. Because of the currency source selection, the report displays those transactions in the functional currency (U.S. dollars).

Currency filter and currency source combinations

The following table illustrates the report results for various combinations of **Currency Source** and **Currency Filter**. The functional currency is U.S. dollars (USD).

Currency Source	Currency Filter	Report Result
Natural/originating currency	YEN	¥6,000
Functional currency from company information	YEN	\$60*
Functional currency from company information	empty	\$2,310**
Natural/originating currency	USD	\$2,250

* Conversion rate at approximately 100 yen per U.S. dollar.

** Functional currency from company information currency source with an unset currency filter displays the sum of all transactions.

See Also

[Specify a column type in a column definition](#)

[Financial Dimensions column](#)

[Contents of a column definition](#)

[Column definitions](#)

Calculation column in a column definition

A calculation column (**CALC**) in a column definition supports complex calculations, and can include the +, -, *, and / operators, along with **IF/THEN/ELSE** statements. Additionally, a calculation column can refer to any other column, including subsequent columns. The formula can be up to 1024 characters long.

To express the calculation result as a percentage, use a special format mask.

Note

The results of calculation formulas do not include the values in nonprinting column ranges. For example, **A:D** will print zero, whereas **A+B+ C** for nonprinting values will calculate the value.

Operators in calculation columns

To add, subtract, multiply, or divide columns, type the column letters in the order of computation, and then use the appropriate operator to separate each column letter. The following table explains the operators that you can use in a calculation column:

Operator	Example calculation	Description
+	A+C	Add the amount in column A to the amount in column C.
:	A:C A:C-D	Add a range of consecutive columns. For example, the formula A:C adds the sum of columns A through C, and the formula A:C-D adds the sums of columns A through C, and then subtracts the amount in column D.
-	A-C	Subtract the amount in column A from the amount in column C. Note You can also use the minus sign (-) to reverse the signs in a column. For example, use -A+B to add the reverse amount of column A to column B.
*	A*C	Multiply column A by column C.
/	A/C	Divide the amount in column A by the amount in column C.

Use a calculation formula in a column definition

1. In Report Designer, open the column definition to modify.
2. In a **CALC** column, type a formula in the **Formula** cell.

Complex calculations

A complex calculation can contain any combination of cell references, operators, values, and levels of nested parentheses.

For example, to compute the average of columns **A** and **B**, use the calculation formula of **((A+B)/2)**.

See Also

[IF/THEN/ELSE statements in a column definition](#)

[Specify report cells in a column calculation](#)

[Multiply or divide in a column calculation](#)

[Specify a column type in a column definition](#)

[Use a calculation formula in row definition](#)

[Column definitions](#)

Specify report cells in a column calculation

You can refer to a specific report cell by typing a column letter and a row code. For example, **B.100** refers to column **B**, row code **100**.

You can divide a whole column by a specific report cell amount that is in the same column. For example, the calculation **B/B.100** means that the entire column **B** should be divided by the value in column **B**, row code **100**.

If the calculation references a column that is dependent on another column, the dependent column is resolved first. If you refer a column to another column that, in turn, refers back to the first column, a circular reference error results.

Note

This calculation might be incorrect if you change the calculation priority for the report. You can set the calculation priority on the **Settings** tab of the report definition.

See Also

[Select report columns in a row definition](#)

[Calculation column in a column definition](#)

Multiply or divide in a column calculation

To multiply and divide columns, type the column letters in the order of computation, and then use the appropriate operator to separate each column letter. For more information about operators in a calculation column, see [Calculation column in a column definition](#)

Multiply or divide a column by base row

You can create a column that displays all of the values in a specified column as a percentage of a base number. This provides a method to show relationships between rows, such as a percentage of a sales row or a percentage of a total expenses row.

To multiply or divide each row in a specific column by a base row, type the column that will be used in the calculation, and then type ***BASEROW** or **/BASEROW**. For example, **C*BASEROW** or **C/BASEROW**.

Note

When you use a base row calculation in a column definition, make sure that each row definition that is used with this column definition contains at least one base row for calculations. For more information, see [Select the base row for a column calculation](#).

Management Reporter for Microsoft Dynamics ERP

Divide amount in column by the number of periods

You can divide the amount in a column by a specified number of periods. For example, the calculation **B/Periods** divides the value in column B by the number of periods in column B. If the calculation spans multiple columns, specify the number of periods to use in the calculation.

For example, the **(B+C)/Periods** formula means to add the amounts in columns B and C, and then divide the result by the value of the **Period** for this column.

See Also

[Calculation column in a column definition](#)

[Operators in calculation columns](#)

[Column definitions](#)

Column restrictions in a column definition

You can use column restrictions to specify how a column definition uses data or calculates information. You can also restrict a report column to a specific unit or for specific dates.

- [Add a column restriction](#)
- [Restrict column to reporting unit in column definition](#)
- [Restrict a column to specific dates in a column definition](#)

Add a column restriction

The **Column Restrictions** cell can include codes that restrict or suppress information, such as row formatting, details, and amounts, for that column.

Note

A **Column Restriction** code overrides any conflicting setting that is assigned in the row definition.

Add a column restriction in a column definition

1. In Report Designer, open the column definition to modify.
2. Double-click the **Column Restrictions** cell for the column that you want to restrict.
3. In the **Column Restrictions** dialog box, select one or more codes in the list, and then click **OK**.

Column restriction codes

The following table describes the column restriction codes.

Column Restriction Code	Description
SU	Suppresses the underscore for a column for which either an underscore command (---) or a double underscore command (==) is entered in the row definition. For example, you might not want to underline amounts that are the result of a percentage calculation.
ST	Suppresses totals and shows only details in this column, for example, in statistical columns.
SD	Suppresses details and shows only TOT and CAL rows, from the row definition, in this column.
DR	Restricts the amounts in an FD column to debit amounts.
CR	Restricts the amounts in an FD column to credit amounts.
ADJ	Restricts the amounts in the column to period adjustment amounts, if available.
XAD	Restricts the amounts in the column to exclude the period adjustment amounts (if available).

Column Restriction Code	Description
PT	Restricts the amounts in the column to include posted transactions only, if available.
UPT	<p>Restricts the amounts in the column to include unposted transactions only, if available.</p> <p>Note</p> <p>Not all data providers support unposted transactions. For more information, see the data integration guide for your Microsoft Dynamics ERP system.</p>

See Also

[Column restrictions in a column definition](#)

[Contents of a column definition](#)

[Column definitions](#)

Restrict column to reporting unit in column definition

You can use the **Reporting Unit** cell to restrict an **FD** (Amounts from Financial Dimensions) column to a specific reporting unit in the reporting tree. For example, you can display reporting units side by side, such as in departmental comparison reporting.

Note

If you specify a reporting unit in the column definition, you must specify the same reporting tree in the report definition, or the columns will be empty on the report.

Restrict a report column to a reporting unit

1. In Report Designer, open the column definition to modify.
2. Double-click the **Reporting Unit** cell for the column to be restricted.
3. In the **Reporting Unit Selection** dialog box, select a tree in the **Reporting tree** list.
4. Expand or collapse the list of units, and then select a reporting unit and then click **OK**.

See Also

[Financial Dimensions column](#)

[Column restrictions in a column definition](#)

[Contents of a column definition](#)

[Column definitions](#)

Restrict a column to specific dates in a column definition

The **Start Date** and **End Date** cells restrict data in **FD** columns to specific dates. This restriction is useful for daily or weekly sales reporting, cash analysis needs, and other date-sensitive reports.

You can enter a specific day of the period. For example, you can enter **3** to indicate the third day of the period. The ability to add a specific day of the period adds flexibility because you do not have to select the actual dates again when you run the report for the next period.

Enter a starting and ending date

1. In Report Designer, click **Column Definitions** in the navigation pane, and open the column definition to modify.
2. Double-click the **Start Date** cell in an **FD** column, and then select a date on the calendar.
3. Double-click the **End Date** cell for the same **FD** column, and then select a later date on the calendar.

Example

The following entry is valid.

Start Date		1	16	4/1/2017
End Date		15	30	4/30/2017

The following entry is not valid.

Start Date		04012017		
End Date		04302017		

See Also

[Financial Dimensions column](#)

[Column restrictions in a column definition](#)

[Contents of a column definition](#)

[Column definitions](#)

Reporting tree definitions

A reporting tree definition is report component, also called a building block, which helps define the structure and hierarchy of your organization. It is a cross-dimensional hierarchical structure based on the dimensional relationships within your financial data. It provides information at the reporting unit level and at a summary level for all units in the tree.

In Management Reporter, a reporting unit is used for each box in an organizational chart. A reporting unit can be an individual department from the financial data, or it can be a higher-level summary unit that combines information from other reporting units. For a report definition that includes a reporting tree, one report is generated for each reporting unit and for the summary level. All of these reports use the row and column definitions that are specified in the report definition, unless the report definition specifies to use the reporting tree from the row definition.

Row and column definitions are important components in the design and functionality of financial reports. Reporting trees increase the power of the components and support flexible reporting as the business structure changes.

Financial reports that are not based on a reporting tree use only some of the capabilities of Management Reporter. You can use multiple reporting tree definitions with the same row and column definitions to view your organization in various ways.

- [Rolling up data in a reporting tree](#)
- [Multiple reporting trees](#)
- [Create and modify a reporting tree definition](#)

Rolling up data in a reporting tree

By using a reporting tree, Management Reporter can aggregate amounts from child reporting units at the parent reporting unit level. This inclusion is called rolling up the data.

The following rules are used to roll up amounts to parent units in a reporting tree:

- Within a reporting tree, child units must contain dimensions, unless it is a single-level tree. Parent units usually do not contain dimensions in a reporting tree.

Note

Specifying dimensions for both child units and parent units can cause duplication of data in the report.

- Reporting units that contain dimensions in the reporting tree correspond to the dimensions that are used in the row and column definitions. The combination of dimensions determines the amounts returned for that unit. For example, lines 6 and 7 in Example 2 will return only the values for department 00 and 01, respectively.
- The amounts for parent reporting units that do not contain dimensions in the reporting tree are determined from the child unit report and roll up the amount to the specified parent unit. For example, if the parent unit (see Total TWO in Example 2) has two child units (00 and 01) and does not contain dimensions, a report is generated for each child and the parent. The parent total is the sum of the two child amounts.

Examples

The following examples show possible information that is used in a reporting tree definition for an example of rolling up data.

Example 1

Reporting Tree Definition		A Company	B Unit Name	C Unit Description	D Dimensions	E Row Definitions
	1	@ANY	SUMMARY	Summary of All Units		
	2	TWO	Total TWO	Total TWO		
	3	CEC	Total CEC	Total CEC		
	4					
	5					
	6					
	7					

Example 2

Reporting Tree Definition		A Company	B Unit Name	C Unit Description	D Dimensions	E Row Definitions
[-] SUMMARY	1	@ANY	SUMMARY	Summary of All Units		
[-] Total TWO	2	TWO	Total TWO	Total TWO		
[-] Marketing	3	TWO	Marketing	TWO - Marketing	+Department = [00]	
[-] Sales	4	TWO	Sales	TWO - Sales	+Department = [01]	
[-] Total CEC	5	CEC	Total CEC	Total CEC		
[-] Marketing	6	CEC	Marketing	CEC - Marketing	+Department = [00]	
[-] Sales	7	CEC	Sales	CEC - Sales	+Department = [01]	
	8					
	9					
	10					

See Also

[Multiple reporting trees](#)

[Reporting unit structure](#)

[Reporting tree definitions](#)

Multiple reporting trees

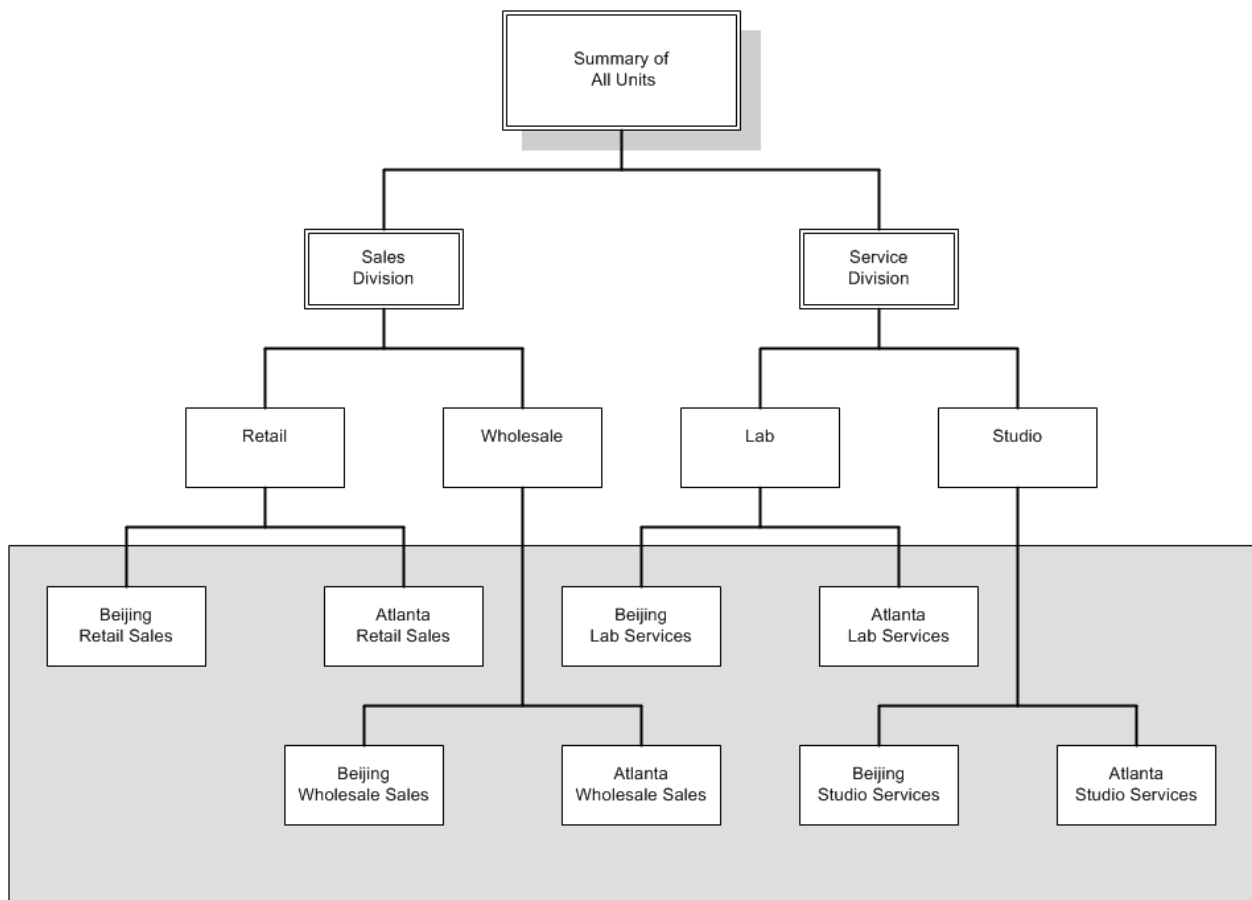
You can create an unlimited number of reporting trees to view your organization in various ways. Each reporting tree can contain any combination of departments and summary units.

Note

A report definition can contain a link to only one reporting tree at a time.

By rearranging the structure among the reporting units, you can create different reporting trees. You can then use the same row and column definition with each reporting tree, which lets you create different financial report layouts very quickly.

For example, the following diagram shows a reporting tree that is basically the same as the reporting tree that is shown in [Reporting unit structure](#). The difference is that the reporting structure displays an organizational structure that is divided by business function instead of by location. These two reporting trees demonstrate different perspectives on company operations.



If you create several different reporting trees, you can print a series of financial statements each month that analyze and present your company's operations in a variety of ways.

See Also

[Reporting unit structure](#)

[Rolling up data in a reporting tree](#)

[Reporting tree definitions](#)

Create and modify a reporting tree definition

Management Reporter supports flexible reporting so it is easy to make changes as your business structure changes. Reporting tree definitions can be combined with column definitions and report definitions to create a building block group that can be used by multiple companies. For more information about building block groups, see [Building block groups](#).

Management Reporter for Microsoft Dynamics ERP displays each reporting tree definition in a graphical view for visualizing the parent/child hierarchy, and in a worksheet view that shows the specific information for each reporting unit. The graphical view and the worksheet view are connected. When you select a reporting unit in one view, it is also selected in the other view.

You can build cross-dimensional hierarchies based on the dimensional relationships within your financial data. When you create a reporting tree definition, you can use the same row definitions repeatedly, whether you are generating a departmental income statement or a consolidated summary income statement.

The dimensions that are defined in the row definition can be combined with dimensions in the reporting tree definition to provide highly flexible views of your organization's performance.

Reporting tree definition columns

The reporting tree definition contains the following columns:

Reporting Tree Column	Description
Company	The company name for the reporting unit. The @ANY value, which is typically assigned only to the summary level, enables the reporting tree to be used for all companies. All child branches have a company assigned to them.
Unit Name	The code that identifies this reporting unit in the graphical reporting tree. For ease of use, establish a unique coding system that is consistent and is easily understood by users.
Unit Description	The reporting unit title appears in the report header or footer if you enter UnitDesc as a code on the Headers and Footers tab of the report definition. The title appears in the report row description if you enter UnitDesc in the Description cell of the row definition.
Dimensions	Every detail reporting unit row must have a dimension in this column. You can also place a dimension in a summary unit row, for example, for expenses directly related to that unit. If you enter a dimension in a summary unit row, accounts that are used in parent units should not be used in child units to avoid duplicated amounts. For more information, see the Management Reporter Help documentation.

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Reporting Tree Column	Description
Row Definitions	<p>The name of the row definition for the reporting unit. The same row definition is used for each unit of the reporting tree. When you generate a report, this row definition is used for each reporting unit.</p> <p>The row definition can include multiple financial dimensions links.</p> <p>If a row definition is specified in the reporting tree, select the Use row definition from reporting tree check box on the Report tab of the report definition.</p>
Row link	The row link to use for the reporting unit. Row links are defined for the row definition to identify the financial dimensions to link to.
External link	The row link to use for this reporting unit. Row links are defined for the row definition to identify the Excel spreadsheet file or the Management Reporter report to link to.
External file	The file path to the Excel spreadsheet or Management Reporter worksheet to pull data from. For more information, see Identify an Excel file in a reporting tree .
XBRL Dimension	Defines XBRL dimensions and labels. For more information about the XBRL Dimensions dialog box, see Link to XBRL taxonomies . Dimensions that are not defined in the reporting tree definition must be defined in the column definition.
Page Options	Controls whether the detail for the reporting unit is suppressed from viewing or printing.
Rollup %	<p>The percentage of the reporting unit that is to be allocated to its parent unit. The percentage that you enter in this column applies to each row of the row definition before the value in the row is added to the parent report. For example, if a child unit is to be divided evenly between two departments, the amounts in each row would be multiplied by 50 percent before being added to the department report.</p> <p>One reporting unit cannot have two parent units. To allocate the amounts from a reporting unit to two parent units, create another reporting unit with the same dimension to roll up the additional 50 percent.</p> <p>Type whole percentages without a decimal point. For example, .25 equals .25% allocation to the parent, and 25 equals 25% allocation to the parent. To use a percentage that is less than one percent, use the Allow Rollup <1% option in the report definition. This option is on the Additional Options tab in the Report Settings dialog box. Access this dialog box from the Other button on the Settings tab of the report definition.</p>
Unit Security	Restrictions on which users and groups can access the information for the reporting unit. For more information, see Restrict access to a reporting unit .
Additional Text	Text that is included in the report. For more information, see Additional text for reporting unit .

Create a reporting tree definition

1. Open Report Designer.
2. On the **File** menu, click **New**, and then click **Reporting Tree Definition**. A new reporting tree definition opens.
3. Enter the information as explained in [Reporting tree definition columns](#).

Open an existing reporting tree definition

1. In Report Designer, click **Reporting Tree Definitions** in the navigation pane.
2. Double-click a name in the reporting tree list to open it. For a description of the columns and the information that is required, see [Reporting tree definition columns](#).

See Also

[Build a reporting tree definition](#)

[Insert Reporting Units From Dimensions dialog box](#)

[Organize reporting units](#)

[Additional text for reporting unit](#)

[Restrict access to a reporting unit](#)

[Multiple reporting trees](#)

[Rolling up data in a reporting tree](#)

[Reporting tree definitions](#)

Reporting unit structure

The following types of reporting units are used in Management Reporter:

- A detail unit draws information directly from the financial data, from an Excel spreadsheet file, or from another Management Reporter worksheet.
- A summary unit summarizes data from lower-level units.

A parent reporting unit is a summary unit that aggregates summarized information from a detail unit. A summary unit can be both a detail unit and a summary unit, which means that a summary unit can draw information from a lower unit, the financial data, or an Excel spreadsheet. A parent unit can be the child unit of a higher parent unit.

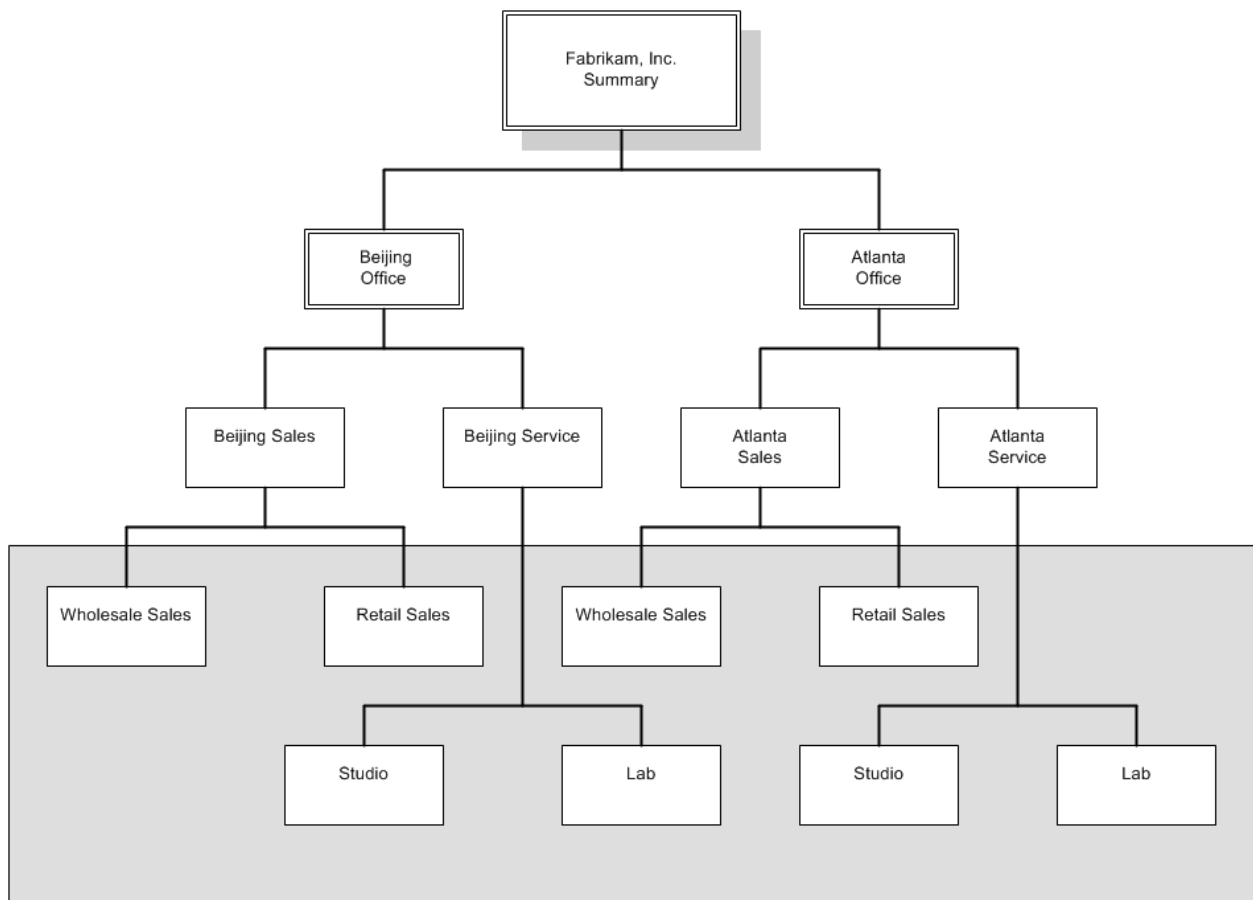
A child reporting unit can be a detail unit that pulls information directly from the financial data or a spreadsheet. It can also be an intermediate summary unit, which is the parent unit to a lower unit and is also the child unit to a higher-level summary unit.

The most common scenario for reporting units is to have parent units with a blank link in dimensions and to have child units with links to specific or wildcard dimension combinations.

Example

The reporting unit structure in the following reporting tree is as follows:

- The Beijing Office reporting unit is a parent unit to the Beijing Sales and Beijing Service child units.
- The Beijing Sales division unit is both a child unit of the Beijing Office and a parent unit to the Retail Sales and Wholesale Sales units.
- The lowest-level detail reporting units (Retail Sales, Wholesale Sales, Studio, and Lab) represent departments in the financial data. These reporting units are in the shaded area of the diagram.
- The higher-level summary units summarize information from the detail units.



See Also

[Multiple reporting trees](#)

[Rolling up data in a reporting tree](#)

[Reporting tree definitions](#)

Build a reporting tree definition

Before you build a reporting tree, you must first determine which reporting dimensions your legal entity or company requires.

Consider how you have set up your structure, and then draw an organizational chart of your company. The organizational chart will help you visualize how to group the reporting units into one or more reporting trees.

Start with the lowest available level of detail, such as the departments and projects that are defined in the financial data. Add as many boxes to the level of detail, as needed, to show higher-level divisions or regions. Each box represents a potential reporting unit in any reporting tree that you create.

You must also consider the best way to build your trees. In Management Reporter, you can use an automated build process to create a reporting tree, or you can create a reporting tree manually. It is important to understand both methods before you design your trees.

You can use the reporting units that are defined in your financial data system to add reporting units to the reporting tree definition.

Build a reporting tree definition

1. Open Report Designer. On the **File** menu, click **New**, and then click **Reporting Tree Definition**.
2. On the **Edit** menu, click **Insert Reporting Units from Dimensions**.
3. In the **Insert Reporting Units from Dimensions** dialog box, select the check box for each dimension to include in the reporting tree.
4. To create additional segments, such as breaking one segment into two shorter segments, click the correct location in a **Character position** field, and then click **Split Segments**.
5. To merge two segments into one segment, click within either of the segment boxes to merge, and then click **Combine Segments**.
6. To change the hierarchy of the dimensions in the **Segment hierarchy and ranges** area, select the dimension to move, and then click **Move Up** or **Move Down**.

Note

The hierarchy defines both how dimensions report to each other and the range for each dimension.

7. To specify a range of dimension values to add to the new reporting tree, in the **Segment hierarchy and ranges** area, perform the following steps:
 - In the **From Dimension** field for that dimension, type the first value in the range.
 - In the **To Dimension** field, type the last value to use for this dimension.
8. For each dimension in the **Segment hierarchy and ranges** area, repeat step 7.
9. After you have finished defining how your reporting units will be brought into the new reporting tree, click **OK**.
10. On the **File** menu, click **Save** to save the reporting tree. Enter a unique name and description for the reporting tree, and click **OK**.

See Also

[Row definitions](#)

[Insert Reporting Units From Dimensions dialog box](#)

[Reporting tree definitions](#)

Insert Reporting Units From Dimensions dialog box

You can build a reporting tree definition from the dimensions in your financial data, using the **Insert Reporting Units from Dimensions** dialog box. To open this dialog box, open a reporting tree definition in Report Designer, click **Edit**, and then select **Insert Reporting Units from Dimensions**.

The **Insert Reporting Units from Dimensions** dialog box contains the following sections. To see example screenshots, see the example later in this topic.

Section	Description
Reporting dimension segmentation	<p>Use the Split Segments and Combine Segments buttons to change the number and length of segments.</p> <p>Note</p> <p>You can only combine segments that you have split. To combine multiple dimensions, use wildcards in your dimension values.</p>
Include/Character position	<p>Lists the dimensions that are defined in the financial data and shows the number of characters in the longest defined value for each dimension. Select a check box to include that dimension in the reporting tree hierarchy.</p>
Segment hierarchy and ranges	<p>Shows the dimension hierarchy. You can move the dimensions in the list to change their reporting order. Specify a range of values within each dimension in the From Dimension and To Dimension boxes. If you do not specify a range, all dimension values are inserted into the reporting tree.</p> <p>Note</p> <p>If you are using more than one dimension, only dimension combinations that have been posted to will be returned in the results.</p>

Example

In this example, the **Insert Reporting Units from Dimensions** dialog box contains the following information. The results will return the combination of departments equal to and greater than 00 for all divisions.

Reporting dimension segmentation

Split Segments | Combine Segments

* Relationships between dimensions are based on posted values. When building a reporting tree using multiple dimensions the built reporting units will only contain values from posted accounts.

Include

- ☒ Division
- ☐ Account
- ☒ Department
- ☐ Account Category

Character position

- Division: +++
- Account: ++++
- Department: ++

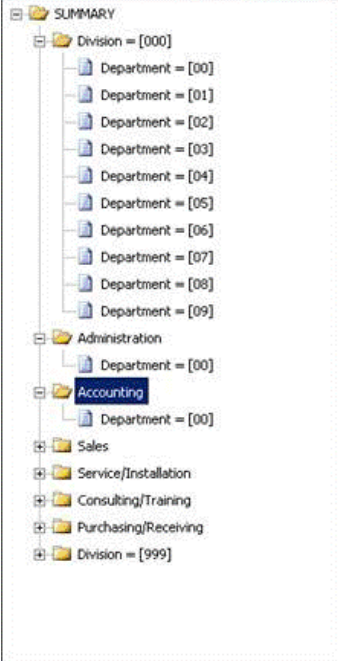
Segment hierarchy and ranges:

Hierarchy	From Dimension	To Dimension
Division		
Department	00	

Move Up | Move Down | OK | Cancel

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The resulting reporting tree definition is sorted by Division and then Department. The dimension for the third reporting unit is **Division = [000], Department = [00]**, which identifies a reporting unit for accounts that are specific to the 000 Division and 00 Department.

Reporting Tree Definition		A Company	B Unit Name	C Unit Description	D Dimensions	E Row Definitions
	1	@ANY	SUMMARY	Summary of All Units		
	2	Fabrikam	Division = [000]			
	3	Fabrikam	Department = [00]		+Division = [000], Department = [00]	
	4	Fabrikam	Department = [01]		+Division = [000], Department = [01]	
	5	Fabrikam	Department = [02]		+Division = [000], Department = [02]	
	6	Fabrikam	Department = [03]		+Division = [000], Department = [03]	
	7	Fabrikam	Department = [04]		+Division = [000], Department = [04]	
	8	Fabrikam	Department = [05]		+Division = [000], Department = [05]	
	9	Fabrikam	Department = [06]		+Division = [000], Department = [06]	
	10	Fabrikam	Department = [07]		+Division = [000], Department = [07]	
	11	Fabrikam	Department = [08]		+Division = [000], Department = [08]	
	12	Fabrikam	Department = [09]		+Division = [000], Department = [09]	
	13	Fabrikam	Administration	Administration		
	14	Fabrikam	Department = [00]		+Division = [100], Department = [00]	
	15	Fabrikam	Accounting	Accounting		
	16	Fabrikam	Department = [00]		+Division = [200], Department = [00]	
	17	Fabrikam	Sales	Sales		
	19	Fabrikam	Service/Installation	Service/Installation		
	21	Fabrikam	Consulting/Training	Consulting/Training		
	23	Fabrikam	Purchasing/Rece...	Purchasing/Receiving		
	25	Fabrikam	Division = [999]			
	27					
	28					
	29					

See Also

[Reporting tree definitions](#)


[Build a reporting tree definition](#)

[Reporting tree definitions](#)

Organize reporting units

You can rearrange the organizational structure of a reporting tree definition by moving reporting units in the graphical view. You can also promote reporting units to a higher level in the reporting tree and move them to a lower level in the reporting tree.

Organize reporting units

1. In Report Designer, open the reporting tree definition to modify.
2. In the graphical view of the reporting tree definition, select a reporting unit.
3. Drag the unit to a new position, or right-click and select **Promote Reporting Unit** or **Demote Reporting Unit**.
4. Click **File**, and then select **Save**, or click  in the toolbar to save changes.

See Also

[Additional text for reporting unit](#)

[Restrict access to a reporting unit](#)

[Reporting tree definitions](#)

Additional text for reporting unit

An additional text entry is a static text string, up to 255 characters, that adds information to the reporting tree definition, such as a short company description. You can create up to ten additional text entries for each reporting unit in a reporting tree definition. The additional text appears in the report for the reporting unit to which the text is assigned.

You can add text entries from the **Description** column of the row definition and from the **Headers and Footers** tab in the report definition. For information about adding additional text to row definitions, see [Description cell in row definition](#). For information about adding additional text to the headers and footers in reports, see [Headers and footers in report definitions](#).

Add additional text to a reporting unit

1. In Report Designer, open the reporting tree definition to modify.
2. Double-click the **Additional Text** cell for the reporting unit row.
3. In the first empty row of the **Additional Text** dialog box, type the text.

Note

The first row that contains text is referenced as **UnitText1**, regardless of its position in the **Additional Text** dialog box.

4. To add more text entries for this reporting unit, type the text in an empty row.
5. Click **OK**.

Remove additional text from a reporting unit

1. In Report Designer, open the reporting tree definition to modify.
2. Double-click the **Additional Text** cell for the reporting unit row.
3. In the **Additional Text** dialog box, select the entry to remove, and then click **Clear**, or right-click and select **Cut**.
4. Click **OK**.

See Also

[Headers and footers in report definitions](#)

[Organize reporting units](#)

[Restrict access to a reporting unit](#)

[Reporting tree definitions](#)

Restrict access to a reporting unit

You can prevent certain users and groups from accessing a reporting unit. You can also specify restrictions to include the child reporting units.

Note

For more information about security, see [Report library security](#).

Restrict access to a reporting unit

1. In Report Designer, open the reporting tree definition to modify.
2. Double-click the **Unit Security** cell for the reporting unit row to restrict access to.
3. In the **Unit Security** dialog box, click **Users and Groups**. Select the users and/or groups that will have access to the restricted reporting unit, and then click **OK**.
4. To restrict access to child reporting units, select the **Add security to children reporting units** check box.
5. Click **OK**.

Remove access to a reporting unit

1. In Report Designer, open the reporting tree definition to modify.
2. Double-click the **Unit Security** cell for the reporting unit row to remove access to.
3. In the **Unit Security** dialog box, select a name, and then click **Remove**.
4. Click **OK**.

See Also

[Additional text for reporting unit](#)

[Organize reporting units](#)

[Reporting tree definitions](#)

Link to Management Reporter reports

After you have created a **Management Reporter report** column in the row definition and have specified the Management Reporter report to include in the report, you must update the reporting tree with the linked column and the Management Reporter report information. A Management Reporter report can be imported into any unit in the reporting tree.

Identify the Management Reporter report in a reporting tree

1. In Report Designer, open the reporting tree definition to modify.
2. Double-click the **Row Definitions** cell, and then select the row definition that contains information about the Management Reporter report.

Note

The cells in the **Row Definitions** column display information based on the selected row information, because the same row definition must be used in all units of the reporting tree.

3. In the **Worksheet Link** cell for a reporting unit, select the link name that corresponds to the Management Reporter report.
4. In the **Workbook or Report Path** cell for a reporting unit, type the name of the Management Reporter report or browse to select the Management Reporter report.
5. To specify a worksheet in a Management Reporter report, type the name of the worksheet in the **Worksheet name** cell.
6. Repeat steps 3 through 5 for each reporting unit that should receive data from a Management Reporter report. To prevent incorrect data from appearing in your report, make sure that the correct Management Reporter report names appear in the corresponding unit of the reporting tree.

See Also

[Link reports to Microsoft Excel](#)

[Match worksheets with fiscal periods](#)

[Prepare a link column in a row definition](#)

[Identify an Excel file in a reporting tree](#)

[Reporting tree definitions](#)

Report definitions

A report definition is a report component, also called a building block, which uses a row definition, a column definition, and an optional reporting tree definition to create a report. In addition, the report definition provides additional options and settings for customizing a report.

- [Contents of a report definition](#)
- [Select report components in a report definition](#)
- [Change report settings in a report definition](#)

Contents of a report definition

The following table describes the tabs in a report definition and how the information is used.

Tab	Description
Report	Create a report, configure a report, or modify an existing report. For more information, see Select report components in a report definition .
Output and Distribution	Change the report output type and destination. For more information, see Generate reports .
Headers and Footers	Define and format the report headers and footers. For example, you can add text or images to the header or footer. Management Reporter supports .bmp, .jpg, and .png files for images. In addition, you can add AutoText codes to insert other information, such as a company name, a report name, or page number. For more information, see Headers and footers in report definitions
Settings	Specify formatting and rounding amounts, format detail reports, format reporting trees, generate an exception report, specify currency conversion, and subtotal and filter account details. For more information, see Change report settings in a report definition .

Create a report definition

After you define row and column definitions, you need to combine them in a report definition. At this point, you will also define additional aspects of the definitions, such as the detail level and report date, and then you can save and generate a report.

Management Reporter offers the following levels of detail reporting: Financial, Account Only, Financial & Account, Transaction Only, or Financial, Account, & Transaction. However, depending on how data is stored in the Microsoft Dynamics ERP system, transaction details might not be available in reports.

1. In Report Designer, on the **File** menu, click **New**, and then select **Report Definition**.
2. Indicate or select the appropriate information in the **Report**, **Output and Distribution**, **Headers and Footers**, and **Settings** tabs. For more information about these tabs, see [Contents of a report definition](#).

See Also

[Select report components in a report definition](#)

[Headers and footers in report definitions](#)

[Change report settings in a report definition](#)

[Report Settings dialog box](#)

[Report definitions](#)

Select report components in a report definition

In the **Report** tab of a report definition, you specify the row definition, the column definition, and the optional reporting tree definition to use to build a report.

You must also define additional aspects of the definitions, such as the detail level and report date, and the company information.

- [Select company name or code in report definition](#)
- [Select report detail level in report definition](#)
- [Specify a provisional code in report definition](#)
- [Specify report periods and dates in report definitions](#)
- [Select report building blocks in report definition](#)

See Also

[Report definitions](#)

Select company name or code in report definition

Management Reporter uses the accounting calendar information for a legal entity or company, such as fiscal year and fiscal periods, to generate a report. You can have multiple companies defined in Management Reporter. If you select the company code **@ANY**, the default company is used to generate reports.

Specify a company name

1. In Report Designer, open the report definition to modify.
2. Click the **Report** tab.
3. In the **Company name** field, select the company to use for the report, or select **@ANY** to generate a report using the default company.

Note

If you are not logged on to the company, the **Connect to** dialog box opens. Enter a user name and password, and then click **OK** to log on to the company.

See Also

[Select report detail level in report definition](#)

[Specify a provisional code in report definition](#)

[Specify report periods and dates in report definitions](#)

[Select report building blocks in report definition](#)

[Select report components in a report definition](#)

[Report definitions](#)

Select report detail level in report definition

When you select a detail level in a report definition, the **Report** tab information does not change.

However, the option that you select affects which options are available on the Print and Export screens. If you select the **Account Only** or **Transaction Only** detail level, the Financial and Account level reports cannot be printed in .xps format or in Microsoft Excel.

You can specify the following levels of detail in a report in the report definition. To print the transaction-related details for an **FD** column, you must have a **PERIODIC** column.

Detail Level	Description
Financial	A high-level summary report. You cannot drill down to accounts and dimensions, except for those added through a reporting tree.
Account Only	A report that contains only account detail balances.
Financial & Account	A report that contains a high-level summary and account details.
Transaction Only	A report that contains only transaction details.
Financial, Account & Transaction	A report that contains a high-level summary and transaction details.

Specify a report detail level

1. In Report Designer, open the report definition to modify. Click the **Report** tab.
2. In the **Detail level** field, select the level of report detail.

Examples

The following illustrations show Management Reporter when different detail level options are selected.

Financial detail level option example

The following report shows the high-level financial detail that is generated when you select the **Financial** detail level option.

	TWO Detail Level For the Four Months Ending Sunday, April 30, 2017	
	Current Period	YTD
Ones	\$73,534.40	\$143,356.89
1100	172,764.13	163,080.49
Twos	5,843.81	(77,523.23)
2100	11,443.97	(429.43)
	263,586.31	228,484.72

Management Reporter for Microsoft Dynamics ERP

Account Only detail level option example

The following illustration shows the high-level account detail that is generated when you select the **Account Only** detail level option.

TWO Detail Level For the Four Months Ending Sunday, April 30, 2017		
	Current Period	YTD
Ones	\$73,534.40	\$143,356.89
1100	172,764.13	163,080.49
Twos	5,843.81	(77,523.23)
2100	11,443.97	(429.43)
	263,586.31	228,484.72

Drilldown detail level option example

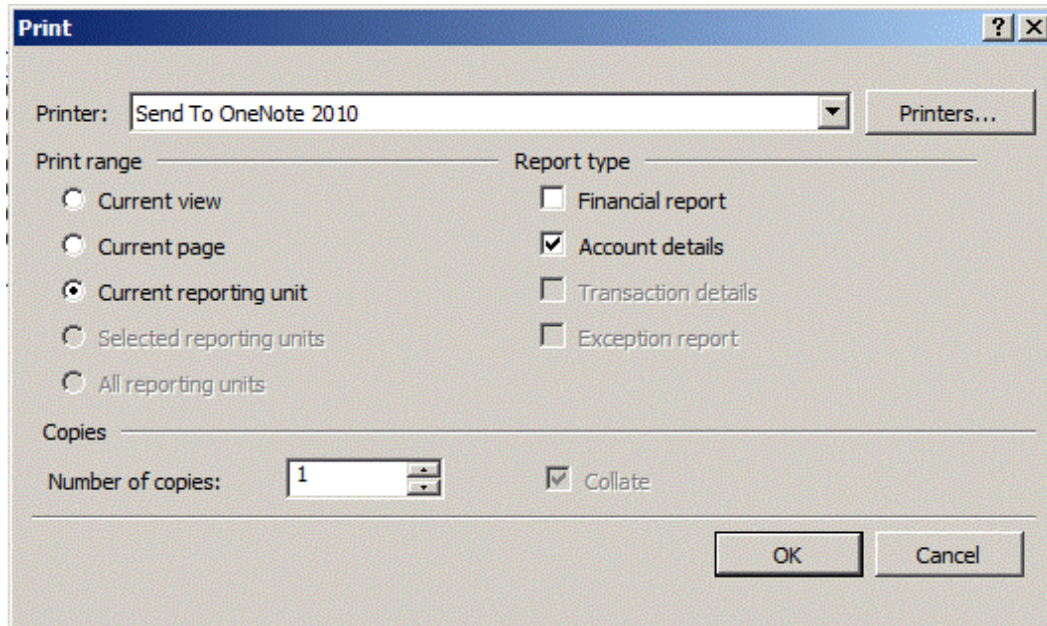
The following illustration shows the high-level financial detail, in addition to account transactions generated when you select the **Drilldown** detail level option.

TWO Detail Level For the Four Months Ending Sunday, April 30, 2017		
	Current Period	YTD
Ones:		
000-1100-00 Cash - Operating Ac...	172,764.13	163,080.49
000-1110-00 Cash - Payroll	(21,887.40)	(108,548.93)
000-1200-00 Accounts Receivable	33,091.61	217,591.35
000-1300-01 Inventory - Retail/Par...	(32,263.94)	(52,538.52)
000-1300-02 Inventory - Finished...		1,942.50
000-1312-00 Inventory Offset	(77,550.00)	(77,550.00)
000-1360-01 WIP - Material	(620.00)	(620.00)
Total Ones	73,534.40	143,356.89

Print screens

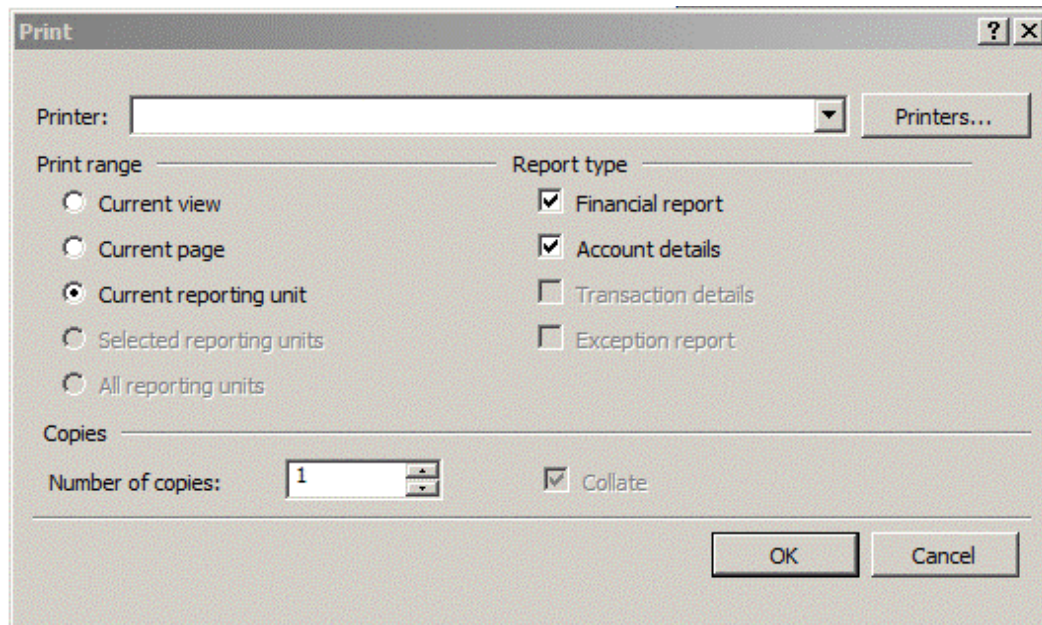
The following illustrations show the **Print** dialog box for the report detail options.

Account Only



Financial & Account

This option is similar to **Account Only**, but also provides a summary view.



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The following is an example of a report that is generated when the **Financial & Account** detail option is selected.

TwO Detail Level For the Four Months Ending Sunday, April 30, 2017		
	Current Period	YTD
Ones:		
000-1100-00 Cash - Operating Ac...	172,764.13	163,080.49
000-1110-00 Cash - Payroll	(21,887.40)	(108,548.93)
000-1200-00 Accounts Receivable	33,091.61	217,591.35
000-1300-01 Inventory - Retail/Par...	(32,263.94)	(52,538.52)
000-1300-02 Inventory - Finished...		1,942.50
000-1312-00 Inventory Offset	(77,550.00)	(77,550.00)
000-1360-01 WIP - Material	(620.00)	(620.00)
Total Ones	73,534.40	143,356.89
1100:		
000-1100-00 Cash - Operating Ac...	172,764.13	163,080.49
Total 1100	172,764.13	163,080.49
Twos:		
000-2100-00 Accounts Payable	11,443.97	(429.43)
000-2105-00 Purchases Discounts...		(1,103.84)
000-2111-00 Accrued Purchases	328.06	(14,690.12)
000-2120-00 Commissions Payable	(6,905.75)	(5,725.84)
000-2150-00 Taxable Benefits Pa...	(1,431.83)	(4,596.18)
000-2161-00 IL State Withholding...	(743.96)	(39,476.70)
000-2170-00 Federal Withholding...	(6,560.94)	(7,859.43)
000-2200-00 Payroll Deductions P...	(1,972.29)	(18,490.41)
000-2300-00 IL State Sales Tax P...	(9,581.95)	(3,081.85)
000-2310-00 Chicago City Sales T...	(1,597.06)	(9,514.45)
000-2320-00 GST Collected-Cana...	(4,921.89)	(54.98)
000-2340-00 GST Collected-New...	(9.99)	27,500.00
000-2740-00 Advances from Cust...	27,500.00	
000-2950-01 PPV - Unrealized	297.44	

Transaction Only

The following is an illustration and example report when you select the **Transaction Only** report detail level option.

TWO Detail Level For the Four Months Ending Sunday, April 30, 2017		
	Current Period	YTD
000-1100-00 Cash - Operating Account		
Opening Balance 4/1/2017		(9,683.64)
Computer Checks 4/2/2017	(363.31)	
Receivables Cash Receipts 4/2/...	53.24	
Receivables Cash Receipts 4/2/...	109.95	
Receivables Cash Receipts 4/3/...	21.30	
Receivables Cash Receipts 4/3/...	31.95	
Receivables Cash Receipts 4/3/...	235.30	
Receivables Cash Receipts 4/4/...	170.99	
Receivables Cash Receipts 4/5/...	21.35	
Receivables Cash Receipts 4/6/...	2,867.50	
Receivables Cash Receipts 4/7/...	609.75	
Computer Checks 4/8/2017	(180.50)	
Receivables Cash Receipts 4/8/...	44,458.35	

See Also

[Select report components in a report definition](#)

[Report definitions](#)

Specify a provisional code in report definition

The provisional reporting codes in a report definition determine whether posted, unposted, or both posted and unposted financial data transactions are included in the report. Posted transactions include activity from every module, for example, Accounts receivable or Accounts payable, that creates an unposted journal entry within the General ledger module of the Microsoft Dynamics ERP system.

Note

Not all data providers support unposted transactions. For more information, see the data integration guide for your Microsoft Dynamics ERP system.

Specify a provisional code

1. In Report Designer, open the report definition to modify. Click the **Report** tab.
2. In the **Provisional** field, select the provisional code to use in the report. For a description of the provisional codes, see [Provisional codes](#).

Provisional codes

Balance Option	Description
Posted activity only	Includes only the transactions and balances that are posted in your financial data.
Posted and unposted activity	Includes all of the transactions and balances that are entered and posted in your financial data.
Unposted activity only	Includes only the transactions that are entered, but not yet posted, in your financial data.

See Also

[Select report components in a report definition](#)

[Report definitions](#)

Specify report periods and dates in report definitions

You can indicate the base period, base year, and date for a report in the report definition. For definitions of the period and date fields, see [Period and date options](#).

Date information in the report definition is related to the default base period. For definitions of the default base period options, see [Default Base Period options](#).

By default, a new report definition displays the code **S-1**. The S codes are related to the system date on the computer. Therefore, using **S-1** as the default base period, displays a report date as of the last day of the last period defined in the source system calendar. Many users save the S-1 setting for their reports so that they report on the prior month's activity by default.

Another option available for the default date is **CUR**, or the C codes. These options are related to the current active period in the source system.

The final option is to hard code a specific period as the default period. In this option, the reporting year is synchronized with the source system.

Date information that is saved with the report definition can be overridden when the report definition is open. This lets users generate the report for a different time frame without changing the default base period. The following date information is not saved with the report definition:

- **Base period** – The date is displayed with regard to the default base period, unless it is updated. If it is required, select an override from list.
- **Base year** – The date is the same as the base period, except years are displayed.
- **Period covered** – By default, the text **Month** or **Months Ending** is used with date-related header codes. The period covered text can be modified in the **Entity** dialog box.

Specify report periods and dates

1. In Report Designer open the report definition to modify. Click the **Report** tab.
2. In the **Base period** field, select the base that period to use for the report. The period then appears in the **Period covered** field.
3. In the **Base year** field, select the fiscal year to use in your report. The combination of the **Base period** and **Base year** appears in the **Report date** field.
4. In the **Default base period** field, select a default base period or type a default base period. For example, to specify the base period as five periods before the current financial data period, type **C-5**.

Period and date options

Option	Description
Base period	<p>Determines the initial setting in the Base Period box.</p> <p>Changes to the base period are not saved with the report definition. To save the base period, assign a default base period in the Default Base Period box.</p> <p>Although you can type period numbers in the column definition, a column definition typically refers to the base period that you specify in the report definition. In the column definition, you typically set the period relative to the base period, and then define the specific period in the report definition. If you enter a specific period number in the column definition, that number overrides the base period setting.</p>
Base year	<p>Specifies the fiscal year to use for the report. Changes to the base year are for the current report and are not saved with the report definition. For more information, see the Default Base Period options.</p>

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Option	Description
Period covered	Combines the base period with the Period Description or Plural Description , which used for multiple periods, that is specified in the Modify Company dialog box. For information about company information settings, see Maintaining company information (data provider) . By default, the description in the Period covered box appears in the report headers. Use the @PeriodCoverage and @PeriodCoverage@DateLong codes in the Headers and Footers tab to include the Period Covered description in your report.
Report date	Combines the Base period and Base year boxes. By default, the report date appears in the report headers.
Default base period	Determines the initial settings for the Base Year and Base Period . This is the only setting that is saved with the report definition.

Default Base Period options

The **Default Base Period** setting determines the initial settings for the **Base Year** and **Base Period**. This is the only setting that is saved with the report definition.

The following table describes the default base periods.

Default Period	Description
SYS	Base period is the current system period.
S-1	Base period is one period before the current system period.
S-2	Base period is two periods before the current system period.
S+1	Base period is one period after the current system period.
CUR	Base period is the current processing period specified in the financial data.
C-1	Base period is one period before the current financial data period.
C-2	Base period is two periods before the current financial data period.
C+1	Base period is one period after the current financial data period.
01	Acceptable values for the Default base period box are based on the configuration of the Microsoft Dynamics ERP system. For example, to use a calendar year with 12 months, you can type 01 for January and 12 for December.

See Also

[Maintaining company information \(data provider\)](#)

[Select report components in a report definition](#)





[Report definitions](#)

Select report building blocks in report definition

Reporting definitions use the other report building blocks of a row definition, a column definition, and a reporting tree to help define the content of a report. You can also use a reporting tree to display information related to a dimension that is not used in the rows or columns of the design. For a description of the building blocks, see [Building block settings](#).

Depending on the type of report that you are creating, you might have to modify your row definition and column definition to display the report detail accurately. For example, you might have to adjust the rounding precision on your balance sheets. For more information, see [Specify rounding options in a report definition](#).

Select report building blocks


1. In Report Designer, open the report definition to modify. Click the **Report** tab.
2. In the **Building blocks** section, in the **Row** field, select a row definition. To verify that the row definition that you selected is the correct one, click  to open it. Then close the row definition to return to the **Report** tab of the report definition.
3. If you created a report design that requires row formatting from a reporting tree, select the **Use row definition from reporting tree** check box.
4. In the **Column** field, select a column definition. To verify that the column definition that you selected is the correct one, click  to open it. Then close the column definition to return to the **Report** tab of the report definition.
5. To use a reporting tree, in the **Tree type** field, select the structure of the reporting tree. When the **Tree** field is displayed, select the reporting tree definition. To verify that the reporting tree definition that you selected is the correct one, click  to open it. Then close the reporting tree definition to return to the **Report** tab of the report definition.
6. To specify a starting unit in the reporting tree, click  to open the **Starting Unit** dialog box. Select a starting reporting unit, and then click **OK**.

Note

To generate a report for the whole reporting tree, leave the **Starting Unit** box empty, or select **None** in the **Starting Unit** dialog box.

Building block settings

The following table describes the settings available under the **Building block** area of the **Report** tab in the report definition.

Setting	Description
Row	Specifies the row definition for the report. For more information about row definitions, see Row definitions .
Use row definition from reporting tree	<p>If the reporting tree specifies the row definition to use in the report, select this check box. If you do not select this check box, the row definition that you selected in the Row field for every unit in the reporting tree is used.</p> <p>Note</p> <p>This is required only when you are using multiple links to FD in the row definition and with some methods of linking to external worksheets. For most reports, you do not need to select this check box.</p> <p>For more information about reporting trees and how to assign a row definition in the reporting tree, see Build a reporting tree definition.</p>
Column	Specifies the column definition to use in the report. For more information about column definitions, see Column definitions .
Tree type	<p>Specifies the structure of tree. Possible values are as follows:</p> <ul style="list-style-type: none"> • Reporting tree – A hierarchy derived from available dimensions in the financial data. • Dimension hierarchy – A hierarchy in a dimension-based system that is not bound to a single segment. • None – Clears the Tree type setting.
Tree	Specifies the reporting tree definition to use in the report. For more information about reporting trees, see Reporting tree definitions .
Starting unit	<p>Specifies a subsection of the reporting tree definition to use in the report. The Starting unit limits which branches of the tree appear when you generate the report. Click  to open the Starting Unit dialog box and browse for the starting unit. To run the report for the complete tree, in the Starting Unit dialog box, click None.</p>

See Also

[Build a reporting tree definition](#)

[Select report components in a report definition](#)

[Report definitions](#)

Change report settings in a report definition

In the **Settings** tab of a report definition, you can specify formatting and rounding amounts to use in the report, the calculation priority of rows and column calculations, the order that report components are processed, and select reporting units to use in the report.

- [Specify rounding options in a report definition](#)
- [Specify calculation priority in a report definition](#)
- [Adjust the processing order in a report definition](#)
- [Reporting unit options in report definition](#)
- [Specify other formatting in report definitions](#)
- [Report Settings dialog box](#)

See Also

[Report definitions](#)

Specify rounding options in a report definition

Rounding adjustments may be necessary if a report is generated in whole dollars or one of the other rounding options available in the report settings. How a report is displayed is also affected by the processing order of calculations in relation to rounding.

You can specify a level of rounding for the numerical values in a report on the **Settings** tab of the report definition.

If you select a rounding option for a report, you may have to make rounding adjustments, which involves setting the calculation priority and processing order.

For example, if calculations are performed before rounding, the balance sheet may balance, but not foot. If rounding is performed before calculations, the balance sheet will foot. However, the two sections (assets compared to liabilities and equity) may not balance.

Note

The term **foot** means to total down to the row calculation. The term **cross-foot** means to total across, rolling up the child units to the parent unit.

Change the level of rounding used in your report

1. In Report Designer, open the report definition to modify. Click the **Settings** tab.
2. In the **Rounding precision** field, select a rounding option for the report. For a description of rounding options and examples, see the rounding options and the example later in this topic.

Rounding options

The following table describes the rounding options.

Rounding Option	Rounding Example
No Rounding	\$1,117,691,601.48
Whole Dollars	\$1,117,691,601
Nearest Hundred	\$1,117,691,600
Thousands (000.0)	\$1,117,691.6
Whole Thousands (000)	\$1,117,692
Millions	\$1,117.7
Whole Millions	\$1,118
Billions	\$1.1
Whole Billions	\$1

Examples

When you round a report, you can select to round the report values before or after totaling, and you can select to round the reporting units before or after rolling up to the parent unit. The following table identifies the different rounding option combinations and the effect on rounding differences.

Rounding Selections	Foot?	Cross-foot?
Roll up Rounded Values in the Tree	No	Yes

This section shows examples of how totals and roll ups perform using the different rounding option combinations. In all cases, Management Reporter consistently totals the parent unit rows after rolling up the child units.

The following table displays report values that are **not** rounded. All reports foot and cross-foot to the Combined report.

Accounts	U.S.	Canada	Combined
Cash	1413.48	1201.20	2614.68
Accounts Receivable	287.37	100.40	387.77
Prepaid Expenses	112.47	200.05	312.52
Total Current Assets	1813.32	1501.65	3314.97

The following table contains two examples that do **not** use rounded values in calculations and totals.

	Example 1			Example 2		
	Roll up Rounded Values in the Tree					
	U.S.	Canada	Combined	U.S.	Canada	Combined
Cash	1413	1201	2614	1413	1201	2615
Accounts Receivable	287	100	387	287	100	388
Prepaid Expenses	112	200	312	112	200	313
Total Current Assets	1813	1502	3313	1813	1502	3315

See Also

[Change report settings in a report definition](#)

[Report definitions](#)

Specify calculation priority in a report definition

If you select a rounding option for your report, you may have to make rounding adjustments that involve setting the calculation priority and processing order. For more information about processing order, see [Adjust the processing order in a report definition](#). For example, if calculations are performed before rounding, a balance sheet may balance, but not foot. If rounding is performed before calculations, the balance sheet will foot. However, the two sections (assets compared to liabilities and equity) may not balance. You can use the calculation priority setting to indicate the order in which rows and columns are calculated.

Note

The term **foot** means to total down to the row calculation. The term **cross-foot** means to total across, rolling up the child units to the parent unit.

Specify calculation priority

1. In Report Designer, open the report definition to modify. Click the **Settings** tab.
2. Under **Calculation priority**, select one of the following options:
 - **Perform column calculation first and then row** – Perform the column calculations before the row calculations. This option might be necessary when a column calculation (**CALC**) intersects a total (**TOT**) or calculation (**CAL**) row, and the row calculation should overwrite the column calculation.
 - **Perform row calculation first and then column** – Performs the row calculation before the column calculations. This option works best for the following situations:
 - Report with a **CALC** column or with simple calculations
 - Row definition and column definition that use only simple mathematical operator (+ and -)

See Also

[Specify rounding options in a report definition](#)

[Use a calculation formula in row definition](#)

[Calculation column in a column definition](#)

[Change report settings in a report definition](#)

[Report definitions](#)

Adjust the processing order in a report definition

Use the **Processing order** options to specify the order in which rollups, calculations, and rounding are completed when a report is generated. The following processing order options are available:

Option	Description
Rollup values in reporting tree	Rounds the reporting unit values and then rolls up the results into the summary unit. When you use this option, every report in your tree correctly totals (foots). However, the totals in the summary report might not be the same as a similar summary report that does not use a reporting tree.
Perform calculations	Calculates rows and columns.
Apply rounding	Applies rounding to all values if you select any Rounding precision option other than None .

Adjust the processing order

1. In Report Designer, open the report definition to modify. Click the **Settings** tab.
2. In the **Processing order** field, select a process, and then click **Move Up** or **Move Down** to indicate the processing order for the report.

See Also

[Specify calculation priority in a report definition](#)

[Use a calculation formula in row definition](#)

[Calculation column in a column definition](#)

[Change report settings in a report definition](#)

[Report definitions](#)

Reporting unit options in report definition

You can specify the reporting units that are included in a report in the report definition **Settings** tab.

Specify reporting units

1. In Report Designer, open the report definition to modify. Click the **Settings** tab.
2. Under **Reporting unit selection**, select one of the following options:
 - **Select units at runtime** - Displays the **Select Reporting Units** dialog box each time this report is generated.
 - **Include all units** - Includes all reporting units in the report.
 - **Include specific number of levels down from starting unit:** - Includes the specified number of reporting unit levels in the report.

See Also

[Report Settings dialog box](#)

[Change report settings in a report definition](#)

[Report definitions](#)

Specify other formatting in report definitions

You can control the formatting and rounding of amounts at the report level by modifying the settings on the report definition **Settings** tab.

Specify other formatting options

1. In Report Designer, open the report definition to modify. Click the **Settings** tab.
2. Under **Other formatting**, select the formatting to use in the report. For descriptions of the options, see the formatting options later in this topic.

Other formatting options

The following table describes the available formatting options.

Option	Description
Use parentheses for negative numbers	Indicates negative numbers by using parentheses (). If you do not select this option, the report indicates negative numbers with a minus sign (-).
Display negative numbers in red	Displays negative numbers in red. If you do not select this option, the negative numbers appear in the color that was selected for that row.
Display digit separators	Displays digit separators, for example, 120,346,000 .
Display currency symbol on first row	Displays a currency symbol in all amount columns on the first row of each page. If you select this option, you do not have to enter a CS print control in the first row of the row definition. The actual format that is used is specified in the Amount with Currency Symbol box in the International Formats dialog box.
Display blanks for zero amounts	Displays spaces instead of zeros for all zero balances in the whole report.
Display rows with no amounts	Displays rows with zero balances. By default, Management Reporter for Microsoft Dynamics ERP suppresses rows with zero balances in all amount columns.
Display reports that have no active rows	Generates a report for every unit of a reporting tree, even if no amounts appear. Empty reports might appear if title rows or other format rows are present. To prevent extraneous titles from printing on a report without amounts, relate each descriptive row to an amount row. For more information about relating rows, see Relate a format row to an amount row .
Extra lines between rows	Changes the number of lines that are printed between the report rows.
Spaces between columns	Changes the default number of spaces that are printed between the report columns. In addition, in the Extra Spaces Before Column cell in the column definition, you can enter the number of spaces to use before a column. For more information, see Add special formatting options in a column definition.

See Also

[Relate a format row to an amount row](#)

[Change report settings in a report definition](#)

[Report definitions](#)

Formatting options for reports

Management Reporter has several tools to customize the appearance of your reports.

For additional formatting options, see [Advanced formatting options](#).

- [Format row and column text](#)
- [Create column headers](#)
- [Apply column justification in a column definition](#)
- [Add special formatting options](#)
- [Headers and footers in report definitions](#)
- [Report Settings dialog box](#)

Format row and column text

You can customize the appearance of your reports by changing fonts and formatting text. The following topics explain how to format the appearance of rows and columns in reports.

- [Manage font styles](#)
- [Format row text](#)
- [Adjust columns while designing reports](#)

Manage font styles

You can create and modify font styles for your report and apply these styles to the entire document or to a specific row or column within a report.

Create a font style

1. In Report Designer, on the **Format** menu, click **Styles and Formatting**.
2. Click **New** in the **Styles and Formatting** dialog box, and then enter a unique name for the new style.
3. Make your font selections, and then click **OK**.

Modify a font style

1. In Report Designer, on the **Format** menu, click **Styles and Formatting**.
2. Select a style to modify in the **Styles and Formatting** dialog box, and then click **Modify**.
3. Make your font selections, and then click **OK**.

Apply a font style

1. Open Report Designer. In a row definition or column definition, or in headers and footers, select one or more cells.
2. In the **Style** list on the toolbar, select a font style.

See Also

[Adjust columns while designing reports](#)


[Formatting options for reports](#)

Format row text

The formatting specified in the row definition overrides formatting specified in the column definition and the report definition.

You can modify text format by using the controls on the formatting toolbar. These controls are standard Microsoft Windows controls.

Format row text

1. In Report Designer, open the row definition to modify.
2. Select the cells to format. To select multiple cells, press the Ctrl key while you select the cell.
3. Click the toolbar button of the format to apply. For example, to indent a row, select the row, and then click  in the toolbar.

See Also

[Manage font styles](#)

[Adjust columns while designing reports](#)

[Formatting options for reports](#)

Adjust columns while designing reports

To make it easier to view the columns that you are working on in the row definition, you can adjust the width of a column and hide (minimize) or show columns in the view pane. Any modifications that you make affect the screen appearance only, and do not affect the column formatting in reports. To format the column width for a report, see [Add special formatting options](#).

Change the width of a column in view pane

1. In Report Designer, open the row definition to modify.
 2. On the **Format** menu, select **Column Width**.
 3. Enter a value in the **Column Width** dialog box. Click **OK**.
- You can also drag the right boundary of a column heading cell to change the width of the column.

Hide columns in view pane

1. In Report Designer, open the row definition to modify.
2. Select the column or columns to minimize.
3. Right-click, and then click **Hide**.

Show all hidden columns in view pane

1. In Report Designer open the row definition to modify.
2. Right-click the minimized column that you want to display, and then click **Unhide**.

Create column headers

You can add, modify, and delete the headers that appear across the top of the columns in a report by using the **Column Header** dialog box.

You can also configure conditional spanning column headers based on the **Period** field, which is indicated in **Column Definitions**, and the **Base Period**, which is indicated in **Report Definitions**. The **Base Period** is a time-saving feature when you create rolling forecast reports. For more information, see [Conditional spanning headers](#).

Column Header dialog box options

Option	Description
Column header text	This text appears in the column header. You can type text directly into this box, or you can click Insert AutoText to select an option that updates the column header each time that the report is generated. To include multiple AutoText codes, click Insert AutoText again, and then click another code in the list. For information about the available AutoText variables and where they apply, see Column header AutoText codes .
Format options	Lists formatting options that can be applied to a column header, such as box or underline.
Spread from and Spread to	Defines the column or columns that the header text applies to.
Justification	Specifies how the Column header text will align with respect to the column or range of columns that are specified in the Spread from and Spread to boxes.

Create a column header

1. In Report Designer, open the column definition to modify. Double-click a header cell.
2. In the **Column Header** dialog box, enter the column header text, or click **Insert AutoText** and select an option.
3. Select a formatting style for the header in the **Format options** field. For additional formatting options, see [Manage font styles](#).
4. In the **Spread from** field, type the letter of the column over which the column header should start. In the **Spread to** field, type the letter of the column over which the column header should end.
5. Under **Justification**, select whether the column header text should be left, center, or right justified.
6. Click **OK**.

Add a column header row

1. In Report Designer, open the column definition to modify.
2. Select a cell in the header row.
3. On the **Edit** menu, select **Insert Row**. The new row is inserted above the row that you selected in step 2.

Note

If you have four or more rows of report headers in a report, the headers will overlap when the report is export to a Microsoft Excel worksheet. To view all headers in the report, increase the top margin in the report definition.

Delete a column header row

1. In Report Designer, open the column definition to modify.
2. Select a cell in the header row to delete.
3. On the **Edit** menu, select **Delete Row**.

See Also

[Column header AutoText codes](#)

[Conditional spanning headers](#)

[Formatting options for reports](#)

Column header AutoText codes

AutoText codes are variables that are updated every time that a report is generated. Any column header can include these codes to specify information, such as date or period number, that can vary for reports. Therefore, you can use one column definition for multiple report definitions, time periods, and reporting trees.

Because codes rely on the calendar information from the **Column Detail** section, codes are supported for **FD** and **WKS** columns only. The way an AutoText code appears in the column header cell affects how that information appears in the report. In the **Column Header** dialog box, the AutoText codes appear in mixed case, which causes mixed case text in the report. For example, in a standard calendar year, **@CalMonthLong** resolves month 7 to **July**. If the text should be uppercase in the report, for example **JULY**, type the code in uppercase characters, for example, **@CALMONTHLONG**, into the **Column header text** box.

You can mix codes with text. For example, the following header text: **Period @FiscalPeriod-@FiscalYear from @StartDate to @EndDate** creates a report heading similar to: **Period 1-02 from 01/01/02 to 01/31/02**

Note

The way some of the text is formatted, such as long date, depends on your regional settings on the Management Reporter server. To change these settings, click **Start**, select **Control Panel**, and then click **Regional and Language**.

The following table lists the available AutoText options for column headers.

AutoText Option and Code	Description
Month name (@CalMonthLong)	Prints the name of the current month in the column heading. If you decide to round the amounts in the report to thousands, millions, or billions, or if you set the column width in the report to fewer than nine characters, the name of the month abbreviates to its first three characters.
Abbreviated month name (@CalMonthShort)	Prints the abbreviated name of the month for the selected fiscal period.
Period number (@FiscalPeriod)	Prints the numeric form of the fiscal period identified for that column. If the column spans multiple periods, the last period in the range is printed.
Period description (@FiscalPeriodName)	Prints the fiscal period description that is identified in the financial data.
Fiscal year (@FiscalYear)	Prints the fiscal year for the column in numeric form.
Calendar year (@CalYear)	Prints the calendar year for the column in numeric form.
Start date (@StartDate)	Prints the column starting date.
End Date (@EndDate)	Prints the column ending date.
Unit name from tree (@UnitName)	If you restrict a column to a specific unit of the reporting tree, prints the unit name in the column header.
Unit description (@UnitDesc)	If you restrict a column to a specific unit of the reporting tree, prints the unit description in the column header.
Book Code (@BookCode)	Prints the book code specified in the column.
Blank line (@Blank)	Inserts an empty line in the column header.

See Also

[Create column headers](#)

[Formatting options for reports](#)

Conditional spanning headers

Conditional spanning headers can span across multiple columns based on specific period data. For example, if you have a budget report for the fiscal year and you want to display the actual budgets of past months with the projected budgets of future months, you can use a conditional spanning header to automatically update the report header.

Be aware of the following situations when you create a conditional spanning header:

- Any stop condition (**Spread to** field) that is matched before a start condition (**Spread From** field) is ignored. For example, if column B has the spread condition defined as BASE+1 to BASE, and if BASE is in column C and BASE+1 in column D, the stop condition in column C is ignored and the printing of the header starts at column D.
- If you specify column headers that overlap, they print overlapped on the report. The following warning appears in the **Report Queue Status** although the report is still generated: "Column headers using Base intersect with other column headers and may cause overlapping text." For example, if the header definition on column B is B to BASE+1, and the header definition on column D is BASE+1 to F, the headers are printed on top of each other and are illegible. Whenever BASE is used in a **Spread from/Spread to** definition, view the generated report to verify whether the headers overlap.
- If you specify BASE in the spread definition in a No Print (**NP**) column, it is ignored, regardless of what is defined in the column definition. Essentially, it is the same as not creating a column header definition.
- For conditional printing columns (**P<B, P>=B**), conditional spanning headers behave as any regular column header definition, for example, if the condition is false, any subsequent column matching the spread condition starts the header printing.

Create a conditional spanning header

1. In Report Designer, open the column definition to modify. Double-click a header cell.
2. In the **Column Header** dialog box, enter the column header text, or click **Insert AutoText** and select an option.
3. Select a formatting style for the header in the **Format options** field. For additional formatting options, see [Manage font styles](#).
4. Specify a period relative to the base period that is specified when the report is generated. To do this, type one of the following options in the **Spread from** and **Spread to field** fields: **BASE**, **BASE-X** or **BASE+X**, where X is the number of periods from the base period.

For example, if you type **BASE** in the **Spread from** field, the conditional spanning column header text starts in the column header where the report definition **Base period** = column definition **Period** and ends in the column indicated in the **Spread to** field. So, if the spread is **BASE to M**, and the report definition **Base period** = 4, the header starts in the column with the period set to 4 and ends at column M, inclusively. Headers stop and start on printing columns only.

5. Under **Justification**, select whether the column header text to should be left, center, or right justified.
6. Click **OK**.

Example

Phyllis is creating a report for a dynamic six-month forecast. She wants the word **Actual** to be printed over the columns that contain actual data, and the word **Budget** to be printed over the columns that contain budget forecasts. Each month that the report is run, there is one more actual column and one less budget column. Phyllis can modify the column definition manually each time that the report is generated to adjust the headers, but she decides to save time and effort and to create conditional spanning headers that will automatically create headers over the appropriate columns each time that the report is run.

Phyllis opens Report Designer, clicks **Column Definition** in the navigation pane, and opens the column definition for the report. She enters the following information. The Base period in the report definition is 4.

	A	B	C	D	E	F	G	H	I	J	K	L	M
Header 1		Actual	Budget										
Header 2		@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long	@Cal Month Long
Header 3													
Column Type	D E S C	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
Book Code /Attribute		ACTUAL	BUDGET2012	ACTUAL	BUDGET2012	ACTUAL	BUDGET2012	ACTUAL	BUDGET2012	ACTUAL	BUDGET2012	ACTUAL	BUDGET2012
Fiscal Year		BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE
Period		1	1	2	2	3	3	4	4	5	5	6	6
Periods Covered		PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC	PERIODIC
Column Width	30	10	10	10	10	10	10	10	10	10	10	10	10

Management Reporter for Microsoft Dynamics ERP

	A	B	C	D	E	F	G	H	I	J	K	L	M
Print Control		P<=B	P>B	P<=B	P>B	P<=B	P>B	P<=B	P>B	P<=B	P>B	P<=B	P>B

Phyllis double-clicks a column header cell to open the **Column Header** dialog box, where she enters the following information:

Field	Phyllis enters
Column header text	Actual
Insert AutoText	No selection made
Format options	Box
Justification	No selection made
Spread from	B
Spread to	BASE
Budget header	BASE+1 to end column

Phyllis clicks **OK**.

She then double-clicks the column header cell on column C to open the **Column Header** dialog box, where she enters the following information:

Field	Phyllis enters
Column header text	Budget
Insert AutoText	No selection made
Format options	Box
Justification	No selection made
Spread from	C
Spread to	BASE+2

See Also

[Create column headers](#)

[Column header AutoText codes](#)

[Formatting options for reports](#)

Apply column justification in a column definition

The **Justification** cell is used to apply justification formatting to a description column in a report. This option affects only the column descriptions, not the actual values.

Apply column justification

1. In Report Designer, open the column definition to modify.
2. Double-click the **Justification** cell.
3. Select a value in the list.
 - **None** – No justification is applied.
 - **Left** – Left-aligns the column descriptions.
 - **Center** – Centers the column descriptions.
 - **Right** – Right-aligns the column descriptions.

See Also

[Add special formatting options](#)

[Formatting options for reports](#)

Add special formatting options

In the column definition, the formatting column detail rows apply special formatting to selected columns. Although some of the **Print Control** options and **Column Restrictions** options are specific to **FD** columns, most of the options apply to all column types. The formatting in the row definition overrides the formatting in the column definition. The formatting used in the column definition overrides the formatting in the report definition.

The following rows are considered formatting rows:

- [Column Width](#)
- [Extra Spaces Before Column](#)
- [Format/Currency Override](#)
- [Print Control](#)

Column Width

The **Column Width** cell specifies the number of characters to use for the width of this column on the printed report. Column width is particularly important for columns that contain amounts (column type **CALC**, **WKS**, or **FD**), descriptions (column type **DESC**), or fill (column type **FILL**). The default column widths are as follows:

- 14 characters (including cents, commas, and parentheses) for amount columns
- 30 characters for the description columns
- 2 characters for a fill column

The maximum width for any column is 255.

Specify the width of a column in a report

1. In Report Designer, open the column definition to modify.
2. In the **Column Width** cell, type the number of spaces for the width of the column. To allow Management Reporter to select the appropriate width for the cell content, double-click the **Column Width** cell, and then click **AutoFit**.

Extra Spaces Before Column

The **Extra Spaces Before Column** cell specifies the width of a separator between the adjacent columns in the column definition. The **Extra Spaces Before Column** setting affects all column detail rows, but not the column header rows, for this column.

Use this option to separate groups of columns or to add a few spaces before the description so that the description column is indented from the left-justified titles that are in the report.

The default number of spaces between each column is two. You can change this option on the **Settings** tab in the report definition.

Specify the space between columns

1. In Report Designer, open the column definition to modify.
2. In the **Extra Spaces Before Column** cell, type the number of spaces to insert between columns.

Format/Currency Override

The **Format/Currency Override** cell specifies the formatting of the decimal, currency, and percentage amounts in this column. This formatting overrides any formatting that is specified in the report definition or system defaults.

Assign a format currency override to a report column

1. In Report Designer, open the column definition to modify.
2. Double-click a **Format/Currency Override** cell in an amount column.
3. In the **Format Override** dialog box, select formatting options. For more information, see [Select Format Override cell in row definition](#).

Print Control

The **Print Control** cell can contain codes that adjust the display or the printing characteristics of a column. There are [Regular Print Control codes](#) and [Conditional Print Control codes](#).

Regular Print Control codes

Print Control Code	Translation	Description
NP	Nonprinting	Excludes the amounts in this column from printing in the report and from calculations. To include a non-printing column in a calculation, refer to the column directly in the calculation formula. For example, the non-printing column C is included in the following calculation: B+C+D . However, the non-printing column C is not included in the following calculation: B:D .
XCR	Change sign if normal balance of row is credit	Creates a budget, or a comparative report, in which an unfavorable variance (such as a revenue shortfall or an expense overrun) is always negative. Apply this code to a CALC column. Select this code to reverse the sign of a CALC column amount if the normal balance of a given row is a credit (identified by a C in the Normal Balance column of the row definition). Note Code the appropriate rows with a C in the Normal Balance column (in the row definition) for the TOT rows and the CAL rows that normally carry a credit balance.
X0	Suppress column if all zeros or blanks	Excludes an FD column from the report if all cells in that column are either empty or contain zeros.
SR	Suppress rounding	Prevents the amounts in this column from being rounded.
XR	Suppress rollup	Suppresses a rollup. If the report uses a reporting tree, the amounts in this column are not rolled up into subsequent parent nodes.

Print Control Code	Translation	Description
RP	Repeat column on each page	Repeats a specified column on each page of a report. For example, to include a ROW column type that pulls in row codes on every page, use RP .
WT	Wrap text	Wraps text. If the text in a column is too long to fit the space, this option wraps the text to keep all of the text in the column.

Conditional Print Control codes

Conditional Print Control Code	Description
(none)	Clears the conditional print selection.
P<B	Displays a specified column only if the period is less than the base period.
P>B	Displays a specified column only if the period is greater than the base period.
P=B	Displays a specified column only if the period is equal to the base period.
P<=B	Displays a specified column only if the period is less than or equal to the base period.
P>=B	Displays a specified column only if the period is greater than or equal to the base period.

Add print control codes to a report column

1. In Report Designer, open the column definition to modify.
2. Double-click the **Print Control** cell.
3. In the **Print Control** dialog box, select a code in the **Select print control options** list. To select more than one code, press and hold the Ctrl key as you select the codes.
4. Select an option in the **Conditional print options** field. By default, **(none)** is selected. You can select only one conditional print code at a time.
5. Click **OK**.

Tip

Alternatively, you can type the print codes directly into the **Print Control** cell. Separate multiple print control codes with a comma.

See Also

[Apply column justification in a column definition](#)

[Select Format Override cell in row definition](#)

Headers and footers in report definitions

Adding headers and footers lets you insert text or images to help define certain elements in a report. The **Headers and Footers** tab is divided into a **Headers** area and a **Footers** area. Each area is divided into three sections: **Left section**, **Center section**, and **Right section**. Use the sections to align header information to the left, center, or right side of the header or footer.

Note

Management Reporter accesses the regional settings of your Windows Operating System for the period description information. For example, if you specify the AutoText code of **@DateLong**, and the day of the week shows up in your report headers but you do not want day of the week, you must change your operating system regional settings and remove *dddd* (day of the week) from the Long Date definition. For more information about the regional settings, see your operating system documentation. For an explanation of AutoText options, see the Management Reporter Help documentation.

Add header and footer text

1. In Report Designer, open the report definition to modify. Click the **Headers and Footers** tab.
2. Select the row to add text to.
3. Enter text into the selected row:
 - To enter custom text, type the text into the row.
 - To use an AutoText code, click **Insert AutoText**, select an **AutoText** category, and then click an **AutoText** code. For more information about the codes, see the Management Reporter Help documentation.

Note

AutoText headers are supported for **FD** and **WKS** column types only. To use AutoText headers, the column must use a period and a year with a base or a value.

Delete header and footer text

1. In Report Designer, open the report definition to modify. Click the **Headers and Footers** tab.
2. In the **Headers** or **Footers** area, in the **Left section**, **Center section**, or **Right section**, click a row and press the Delete key.

Modify header and footer text

1. In Report Designer, open the report definition to modify. Click the **Headers and Footers** tab.
2. In the **Headers** or **Footers** area, in the **Left section**, **Center section**, or **Right section**, double-click the row that contains the text to modify, and then modify the text, as necessary.

Format header and footer text

1. In Report Designer, open the report definition to modify. Click the **Headers and Footers** tab.
2. Click the row that contains the text to format.
3. Select the font style to apply from the **Formatting** toolbar, or click the appropriate formatting button in the toolbar.

Insert an image into a header or footer

Management Reporter supports most file types for images. This includes files that have extensions of .bmp, .jpg, and .png.

Note

Text and images cannot be used in the same section.

1. In Report Designer, open the report definition to modify. Click the **Headers and Footers** tab.
2. Click the row to add an image to.
3. Click **Images**.
4. Select an image from the list, and then click **Insert**.
If the image is not loaded in Management Reporter, click **Add**. Then, in the **Open** dialog box, navigate to the image to use, and then click **Open**. Select the image, and then click **Insert** to insert the image into the report.

Modify a header or footer image

1. In Report Designer, open the report definition to modify. Click the **Headers and Footers** tab.
2. Click **Images**.
3. Select an image to modify, and then click **Modify**.
4. In the **Modify Image** dialog box, you can change the following settings:
 - To change an image name, type a new name in the **Image Name** field.
 - To change an image size, enter a new value in the **Scale relative to original image size** field.
 - To replace an image, click **Replace Image**. In the **Open** dialog box, select a different image, and then click **Open**.
5. Click **OK** to close the **Open** dialog box.

Change the report starting page number

1. In Report Designer, open the report definition to modify. Click the **Headers and Footers** tab.
2. In the **Start page numbering at** field, enter a starting page number.

See Also

[Format row text](#)

[Select report components in a report definition](#)

[Formatting options for reports](#)

Report Settings dialog box

To change the layout, page numbering, and other details for a report, you must modify the settings in the **Report Settings** dialog box.

To open the **Report Settings** dialog box, complete the following steps:

1. In Report Designer, then open the report definition to modify.
2. Click the **Settings** tab.
3. Click the **Other** button to open the **Report Settings** dialog box.

The **Report Settings** dialog box contains the following tabs:

- **Page Setup** (see [Change page setup](#))
- **Account and Transaction Details** (see [Account & Transaction Detail in report definitions](#))
- **Additional Options** (see [Additional options for report settings](#))

Page Setup options in report definition

You can change report setup options, such as margins, orientation, scaling, page order, and page size in the report definition **Report Settings** dialog box.

Change page setup options

1. In Report Designer, open the report definition to modify.
2. Click the **Settings** tab, and then click the **Other** button.
3. Click the **Page Setup** tab and select setup options, which are described later in this topic.
4. Click **OK**.

Page setup options

Option	Description
Margins	The Left , Right , Top , and Bottom Margins boxes display the report page margin. To change the margins, select the margin value and type the new value.
Orientation	Management Reporter supports portrait or landscape orientation. <ul style="list-style-type: none"> • Portrait – Displays the report vertically on the page. • Landscape – Displays the report horizontally on the page.
Scaling	Displays the percentage of scaling in a report. To change the scaling, select one of the following options: <ul style="list-style-type: none"> • Reduce or enlarge to – Changes the report size to the percentage that you enter in the % box. • Shrink to page width – Fits the report columns in the width of a single page.
Page order	Controls the layout of the report pages. <ul style="list-style-type: none"> • Down, then over – Report pages appear in columns. • Over, then down – Report pages appear in rows.

Option	Description
Paper	<p>Displays paper and copy settings. This option contains the following settings:</p> <ul style="list-style-type: none"> • Size – Indicates the size of the paper in the printer. • Copies – Indicates the number of report copies to print. • Collate – Collates multiple report copies. <p>Note</p> <p>Collating prints all pages of each document together. For example, if you print two copies of a three-page document and you select not to collate the pages, the pages print in this order: 1, 1, 2, 2, 3, 3. If you select to collate, the pages print in this order: 1, 2, 3, 1, 2, 3.</p>

See Also

[Report Settings dialog box](#)

[Account & Transaction Detail in report definitions](#)

[Additional options for report settings](#)

[Formatting options for reports](#)

Account & Transaction Detail in report definitions

You can select which account and transaction details to include on a report, such as displaying the row code or printing subtotals by period, by making modifications on the report definition **Account & Transaction Detail** tab in the **Report Settings** dialog box.

Note

Not all data providers support unposted transactions. For more information, see the data integration guide for your Microsoft Dynamics ERP system.

Configure account and transaction details

1. In Report Designer, open the report definition to modify. Click the **Settings** tab, and then click **Other**.
3. Click the **Account & Transaction Detail** tab.
4. Modify the **Account & Transaction Details** settings as needed, and then click **OK**. For descriptions of these options, see [Account detail options](#) and [Account and transaction detail options](#).

Account detail options

The following account detail options are available.

Option	Description
Display account code or dimensions	Includes the segment or dimension values from the financial data system in the report. The segment or dimension value is added into the report description (DESC) column at the account and transaction detail level.
Display account code or dimension description from chart	Includes the segment or dimension descriptions from the financial data system in the account and transaction detail report. As much of the description as will fit into the report description (DESC) column is included.
Display row code	Displays the row definition row codes in the account and transaction detail report.
Combine posted and unposted amounts	Combines posted and unposted balances in the account and transaction detail report. If you do not select this option, Management Reporter for Microsoft Dynamics ERP displays the posted and unposted amounts on separate account detail line items for each account that has unposted activity.
Display underscore before totals	Displays an underscore line before each row total in account detail reports. For transaction detail reports, select this option to print an underscore before and after each period total, each account total, and each row total.
Mark unposted accounts with *	Displays an asterisk (*) for unposted balances or transactions. If you select the option, an asterisk appears at the transaction detail level for every unposted transaction. If you do not select the option, an asterisk appears at the account detail level for the unposted account balance, and also the transaction detail level for all unposted transactions.
Include detail for non-printing rows	Includes nonprinting rows that you defined in the Print Control column in the row definition (NP).
Sort by natural or main segment	Sorts multiple accounts that are listed at the same level. The overriding sort order for reports is determined by the account order in the row definition.

Option	Description
Display CBR calculation	Determines whether the calculation is performed if you select an account or transaction detail level report. By default, this option is selected because a report that has many accounts can take longer to process. If you include a base row calculation in the column definition, specify a BASEROW row in the row definition. By using these specifications, the appropriate calculations are performed on each row of the financial statement, regardless of detail level.

Account and transaction detail options

The following options are available for account and transaction detail reports.

Option	Description
Subtotal by period	Prints the opening balance, period subtotals, and YTD total in the Periods column. If you do not select this option, only the opening balance and YTD total prints on the report.
Display out of balance message when amount is greater than	Displays a message when the amount is larger than the number that you specify.

See Also

[Page Setup options in report definition](#)

[Additional options for report settings](#)

[Report Settings dialog box](#)

[Formatting options for reports](#)

Additional options for report settings

There are additional options that you can include in a report, such as excluding inactive accounts. You can select these options in the **Report Settings** dialog box.

Select additional options in report definition

1. In Report Designer, open the report definition to modify. Click the **Settings** tab.
2. Click the **Other** button.
3. In the **Report Settings** dialog box, click the **Additional Options** tab.
4. Select the additional options to include in the report, and then click **OK**.

Other options

Options	Description
Include amounts in future periods	Includes amounts in columns that specify periods beyond the base period that is defined on the Report tab. If the future period amounts should not appear in the report, clear this box.
Include missing unit warning	Displays a warning message during report processing when a column or row is restricted to a reporting unit and the reporting unit does not exist or was not selected in the tree (the default). To use a restricted row or column in other reports and you do not want to see this warning, clear this check box.
Exclude inactive accounts	Generates reports that exclude inactive accounts if the Microsoft Dynamics ERP system supports the exclusion of inactive accounts. If you select this check box and the ERP system does not support inactive accounts, your reports are not affected.

Other reporting tree options

Option	Description
Restart numbering with every unit	Restarts the page numbering of each reporting tree unit throughout a report. To use sequential page numbering for all of the selected reporting units, do not select this check box.
Allow rollup less than 1%	Allows a rollup of less than 1 percent. If this check box is not selected, an entry of .25 in the Rollup % cell of the reporting tree indicates that 25 percent of each row should be rolled up to the parent. If this check box selected, an entry of .25 would limit the roll up to one-fourth of one percent.
Disable unit security	Removes unit security so all users can drill down into all detail levels.

Consolidate companies that have different fiscal year end dates

Option	Description
Rollup by using default company period number	Rolls up accounts by period numbers in multiple-company reporting trees.
Rollup by using default company period end date	Rolls up accounts by period dates in multiple-company reporting trees.

See Also

[Report Settings dialog box](#)

[Page Setup options in report definition](#)

[Account & Transaction Detail in report definitions](#)

[Rolling up data in a reporting tree](#)

[Formatting options for reports](#)

Advanced formatting options

Management Reporter provides several advanced formatting functions for when you design reports.

Function	Description
Dimension filter	To access specific sets of data, you can use dimensions in the row definition and column definition. Many reports are built to use just the natural account in the row format. The rows can also be modified to include dimension values. Dimension filters in the column definition are used to access specific dimension values.
Reporting unit restriction	Set up a report row to display only information that is linked to a specific reporting unit. For more information, see Restrict a row to a specific reporting unit .
Non-printing (NP) rows	Non-printing rows are helpful in many reports. If several calculations are needed to obtain a value, these calculations can be hidden on the printed report. Non-printing rows are also helpful for troubleshooting report designs and for advanced cell placement. For more information, see Select print control in row definition .
Column restriction	The column restriction within the row definition is helpful for hiding values that are only relevant on some rows of the report. When percentage calculations are performed on a row, this column restriction prevents total columns or other columns from printing where these numbers do not apply. For more information, see Column Restriction cell in row definitions .
IF/THEN/ELSE statement	Modify calculations in a row definition or a column definition. For more information, see Use a calculation formula in row definition and IF/THEN/ELSE statements in a column definition .

Advanced cell placement

Advanced cell placement, also called forcing, involves the placement of specific values into specific cells. The most common example of forcing is moving the correct balance in a Cash Flow Statement. Forcing can be used to:

- Move values from Microsoft Excel into specific cells.
- Hard code specific values into a report.
- Modify signs by copying a value from a previous cell and multiplying * -1.

Note

In many cases, you need to configure your report definition to perform column calculations before row calculations. To select this option, complete the following procedure:

1. In Report Designer, open the report definition.
2. Click the **Settings** tab.
3. Under **Calculation priority**, select **Perform column calculation first and then row**.

Designing the report

When designing your report, create all of the detail rows first to ensure that values are being pulled in as you expect, and then add NP (No Print) Format Overrides to suppress the detail that makes up the final values.

Important

When you use the **CAL** format code in the row definition, you cannot drill down into transaction detail.

The key concept in forcing is to use a formula of destination column = originating column (dot) row code. Separate any additional placements for that row by a comma and a space and then add the next column reference. For example:

[Destination Column for this Row]=[Source Column].[Source Row]

C=C.100, F=D.100

Examples

The following examples show how to format the row definition and column definition for forcing for a basic cash flow report (Example 1), for forcing a statistical report (Example 2), and the resulting reports.

Example 1: Basic forcing

The following is an example row definition using basic forcing.

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions
100	Cash at Beginning of Period (NP)							Account Modifier = [88] +Segment2 = [1000]	
130	Cash at Beginning of Period	CAL	C=C.100,F=D.100						
160									
190									

The following is an example column definition using basic forcing in the row.

	A	B	C	D	E	F
Header 1						
Header 2	A	B	C	D	E	F
Header 3						
Column Type	ROW	DESC	FD	FD	FD	CALC
Book Code / Attribute Category			ACTUAL	ACTUAL	ACTUAL	
Fiscal Year			BASE	BASE	BASE	
Period			BASE	BASE	BASE	
Periods Covered			PERIODIC	YTD/BB	YTD	
Formula						E-D
Column Width	5	30	14	14	14	14
Extra Spaces Before Column						

Management Reporter for Microsoft Dynamics ERP

The following is the generated report using the previously defined row and column definitions.

NE cashflow For the Two Months Ending Friday, February 28, 2014					
A	B	C	D	E	F
100	Cash at Beginning of Period (n/P)	\$580,519.66	\$338,562.25	\$338,562.25	
130	Cash at Beginning of Period	580,519.66			338,562.25

Example 2: Statistical reports

The following is an example row definition using forcing for a statistical report.

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	J Link to Financial Dimensions
50	Statistical Information	EDH							
100	Headcount - US	CAL	4	###0.00(###0.00)					
115	Headcount - International	CAL	11	###0.00(###0.00)					
130									
190	US Sales				C				+Segment2 = [41*], Segment3 = [00]
220	International Sales				C				+Segment2 = [41*], Segment3 = [01:99]
250									
280									
310	US Sales	CAL	D=C.190,E=C.100,F=(C.190/C.100)						
340	International Sales	CAL	D=C.220,E=C.115,F=(C.220/C.115)						
370									

The following is an example column definition using forcing for a statistical report.

	A	B	C	D	E	F	G	H	I	J
Header 1	A	B	C	D	E	F				
Header 2	-	-	YTD	Yearly Sales	Staff	\$ Per Perso...				
Header 3										
Column Type	ROW	DESC	FD	CALC	CALC	CALC				
Book Code / Attribute Category			ACTUAL							
Fiscal Year			BASE							
Period			BASE							
Periods Covered			YTD							
Formula										
Column Width	5	30	14	14	14	14				
Extra Spaces Before Column										
Format / Currency Override										

Management Reporter for Microsoft Dynamics ERP

The following is the generated report using the previously defined row and column definitions.

NE Stats For the Three Months Ending Thursday, March 31, 2016					
A	B	C	D	E	F
-	-	YTD	Yearly Sales	Staff	\$ Per Person R..
100	Headcount - US	4	4	4	4
115	Headcount - International	11	11	11	11
190	US Sales	4,940.41			
220	International Sales	356,270.80			
310	US Sales		4,940.41	4.00	1,235.10
340	International Sales		356,270.80	11.00	32,388.25

Restrict a row to a specific reporting unit

When a report row is restricted to a specific reporting unit, that row displays the linked data for the named reporting unit, only, and ignores the data for other reporting units in the reporting tree. For example, you can create a row that provides details for the total operating expenses for a specific department.

Your report may contain duplicate data when the report contains both a reporting tree and a row definition that has more than just the natural account. For example, suppose that you have a reporting tree that lists the six departments in your organization and also have a row definition that lists a specific account department combination in the row. When you generate the report, the specific account and department combination listed in the row is printed on every level of the reporting tree, even though that department may not match what is in the tree. This is because the row overrides what is normally filtered out by the report definition.

Restricting a row to a specific reporting unit is one way to avoid duplication of data.

Note

When you restrict a row that includes dimensions to a child reporting unit, the row amount is included without duplication for that unit and for its parent units.

Restrict a row to a reporting unit

1. In Report Designer, click **Row Definitions**, and then select a row definition to modify.
2. Double-click the appropriate **Related Formulas/Rows/Units** cell.
3. In the **Reporting Unit Selection** dialog box, in the **Reporting tree** field, select the tree that is assigned in the report definition.
4. Select a reporting unit, and then click **OK**. The restriction is displayed in the cell of the row definition.
5. Double-click the cell in the **Link to Financial Dimensions** column of the restricted row, and then enter a link to the financial data system. For more information, see [Prepare a link column in a row definition](#).

See Also

[Relate a format row to an amount row](#)

[Select the base row for a column calculation](#)

[Select a sorting code for a row definition](#)

[Advanced formatting options](#)

Select print control in row definition

You can specify print codes for each column using the **Print Control** cell. For a description of available print codes, see [Regular Print Control codes](#) and [Conditional Print Control codes](#).

Add print control codes to a report row

1. In Report Designer, open the row definition to modify.
2. Double-click the **Print Control** cell.
3. In the **Print Control** dialog box, select a print code, or press and hold the Ctrl key to select multiple codes.

Note

You can also type the print codes directly into the **Print Control** cell. Use commas to separate multiple print codes.

4. Select any conditional print options.
5. Click **OK**.

Regular Print Control codes

The following table describes the regular **Print Control** codes for a row definition.

Print Code	Interpretation of Print code	Description
NP	Non-printing row	Excludes the amounts in the row from being printed in the report and from calculations. To include a non-printing column in a calculation, refer to the column directly in the calculation formula. For example, the non-printing row 240 is included in the following calculation: 230+240+250 . However, the non-printing row 240 is not included in the following calculation: 230:250 .
CS	Currency symbol; use currency format in this row	Includes the currency symbol in all non-percentage amounts. Percentage values never receive a currency symbol.
XD	Suppress row in account detail report	Suppresses the display of accounts on account detail reports or transaction detail reports. This is useful when a row includes multiple accounts that should not be listed in the account detail or transaction detail report.

Print Code	Interpretation of Print code	Description
X0	Suppress row if all zeros	Excludes a row from the report if all cells in that row are either empty or contain zeros. This print control is meaningful only when option to suppress zero balance is not selected in the report definition.
B0	Leave zero columns blank	Leaves any columns in the row that contain zero amounts empty.
XR	Suppress rollup	Suppresses a rollup. If the report uses a reporting tree, the amounts in this row are not rolled up into subsequent parent nodes.
SR	Suppress rounding	Prevents the amounts in this row from being rounded.
XT	Suppress row in transaction detail report	Suppresses the display of transactions in transaction detail reports. This is useful when a row includes multiple accounts that should not be listed in a transaction detail report.

Conditional Print Control codes

The following table describes the conditional **Print Control** codes for a row definition.

Conditional Print Control Code	Description
(none)	Clears the conditional print selection.
DR	Prints only the debit balances for this row.
CR	Prints only the credit balances for this row.

See Also

[Advanced formatting options](#)

[Row definition cells](#)

[Add a format code](#)

[Specify a row code in row definition](#)

[Print a report](#)

[Advanced formatting options](#)

Column Restriction cell in row definitions

The row definition **Column Restriction** cell has multiple purposes. Depending on the type of row, you can use the **Column Restriction** cell to specify one of the following functions:

- The cell can limit the printing of the row amounts to a specific column. This is useful for creating a tabular balance sheet. For information, see the Management Reporter Help documentation.
- The cell can specify the column of amounts to be sorted. For information, see [Select a sorting code for a row definition](#).

See Also

[Column definitions](#)

[Advanced formatting options](#)

Use a calculation formula in row definition

A calculation formula in a row definition can include the +, -, *, and / operators, along with **IF/THEN/ELSE** statements. Additionally, a calculation can involve individual cells and absolute amounts, which are actual numbers included in the formula. The formula can be up to 1024 characters long.

Calculations cannot be applied to rows that contain cells defined as the **Link to Financial Dimensions** (FD) type. However, you can place calculations on consecutive rows, suppress the printing of those rows, and then total the calculation rows for report purposes.

Operators in a calculation formula

A calculation formula uses more complex operators than a row total formula, but allows you to multiply (*) and divide (/) amounts with the additional operators.

To use a range or sum in a calculation formula, you must use the at sign (@) in front of any row code, unless you are using a column in the row definition. For example, to add the amount in row 100 to the amount in row 330, you could use the row total formula **100+330**, or the calculation formula **@100+@330**.

Note

You must use the at sign (@) before each row code that you use in a calculation formula, or the number is read as a real number. For example, the formula **@100+330** would add \$330 USD to the amount in row 100.

When you reference a column in a calculation formula, the at sign (@) is not required. For more information about columns in a calculation formula, see [Select report columns in a row definition](#).

Create a calculation formula

1. In Report Designer, click **Row Definitions**, and then open the row definition to modify.
2. Double-click the **Format Code** cell and select **CAL**.
3. In the **Related Formulas/Rows/Units** cell, type the calculation formula. For more information about this cell, see [Related formulas/rows/units](#).

Example

The following is an example of a row definition that shows a total that includes a calculation.

Row Code	Description	Format Code	Related Formulas/Rows/Unit	Print Control	Row Modifier	Link to Financial Dimensions
340	Cash at Beginning of Period			NP	BB	+Account=[1100:1110]
370	Cash at Beginning of Year	CAL	@100+@330	NP		
400	Cash at Beginning of Period	TOT	340+370			

In this example, the calculation formula **@100+@330** means that the amount in row 100 is added to row 330. The row total formula of **340+370** adds the amount in row 340 to the amount in row 370, which includes the amount from the calculation formula.

See Also

[IF/THEN/ELSE statements in a row definition](#)

[Select report columns in a row definition](#)

[Modify a number in selected columns](#)

[Restrict calculation to a reporting unit in a row definition](#)

[Use a row total in a row definition](#)

[Row definitions](#)

[Advanced formatting options](#)

Select report columns in a row definition

When the row in a row definition has a **Format Code** of **CAL**, and you enter a mathematical calculation in the **Related Formulas/Rows/Units** cell, you must also enter either the letter of the associated column and row in the report, such as **A.120** to denote column A, row code 120, or you can use the at sign (@) to indicate all columns. For example, you can enter **@120** to denote all columns in row 120.

Any mathematical calculation that does not have a column letter or an at sign (@) is assumed to be a real number.

Note

If you use a label row code to reference a row, you must separate the column letter from the label with a period (.). For example, **A.GROSS_MARGIN/A.SALES**.

The at sign (@) does not require the period separator. For example, **@GROSS_MARGIN/@SALES**.

Example

The following is an example of a row definition that shows a total that includes a calculation.

Row Code	Description	Format Code	Related Formulas/Rows/Unit	Print Control	Row Modifier	Link to Financial Dimensions
340	Cash at Beginning of Period			NP	BB	+Account=[1100:1110]
370	Cash at Beginning of Year	CAL	E=C.340	NP		
400	Cash at Beginning of Period	TOT	340+370			

In this example, the calculation formula **E=C.340** means that the calculation in the cell in column C, row code 340 is performed only on column E.

Note

When you reference a column in a calculation formula, the at sign (@) is not required.

See Also

[Use a calculation formula in row definition](#)

[Use a row total in a row definition](#)

[IF/THEN/ELSE statements in a row definition](#)

[Modify a number in selected columns](#)

[Restrict calculation to a reporting unit in a row definition](#)

[Row definitions](#)

[Advanced formatting options](#)

Modify a number in selected columns

When you modify a number or calculation in one column of a particular row but do not want to affect other columns in the report, you can specify **CAL** (for Calculation) in the **Format Code** column of the row definition.

Modify a number in selected columns

- To perform a calculation on all report (**FD**) columns, do **not** enter a column assignment.
- To restrict a formula to certain columns, enter the column letter followed by an equal sign (=) and the formula.
- You can specify multiple columns. When you use the at sign (@) with specific column placement, the @ relates to the row.
- You can enter multiple column formulas in one row if they are separated by commas.

Example

This calculation	Creates this action
@130*.75	The value in row 130 is multiplied for each column by .75, and then the result is put in the current row of every column.
B=@130*.75	The calculation is performed only on column B.
A,B,C=(@100/@130)*.75	A=(A.100/A.130)*.75B=(B.100/B.130)*.75C=(C.100/C.130)*.75

See Also

[Use a calculation formula in row definition](#)

[Use a row total in a row definition](#)

[IF/THEN/ELSE statements in a row definition](#)

[Select report columns in a row definition](#)

[Restrict calculation to a reporting unit in a row definition](#)

[Row definitions](#)

[Advanced formatting options](#)

IF/THEN/ELSE statements in a row definition

IF/THEN/ELSE statements can be added to any valid calculation and used with the **CAL** format. Enter **IF/THEN/ELSE** calculation formulas in the cell in the **Related Formulas/Rows/Units** column according to the following format:

IF <true/false statement> THEN <formula> ELSE <formula>

The **ELSE <formula>** portion of the statement is optional.

IF statements

The statement that follows the **IF** statement can be any statement that can be evaluated as true or false. The statement that follows the **IF** statement can appear as described below:

- **IF A.200>0** (simple evaluation)
- **IF A.200>0 AND A.200<10,000** (complex statement)
- **IF A.200>10000 OR ((A.340/B.1200)*2 <1200)** (complex statement containing multiple expressions)

The term **Periods** in an **IF** statement is the number of periods for the report. This term is commonly used for calculating a year-to-date average. For example, when running a report for period 7 YTD, **B.150/Periods** means to divide the value in row 150 of column B by 7.

THEN and ELSE formulas

The **THEN** and **ELSE** formulas can be any valid calculation from the simplest value assignments to complex formulas. Note the following formula:

IF A.200>0 THEN A=B.200

The statement specifies that "if the value in the cell in column A of row 200 is greater than zero, then place the value from the cell in column B of row 200 into the cell in column A of the current row."

In this statement, you can also use the @ character in either **TRUE/FALSE** evaluations or in the formula to represent all columns. For example, the formula described in the preceding **IF/THEN** statement places a value in one column of the current row. Other examples are described below:

- **IF A.200 >0 THEN B.200:** When the value in cell A.200 is positive, the value from cell B.200 is positioned into every column of the current row.
- **IF A.200 >0 THEN @200:** When the value in cell A.200 is positive, the value from each column in row 200 is positioned into the corresponding column in the current row.
- **IF @200 >0 THEN @200:** If the value in row 200 of the current column is positive, the value from row 200 is positioned into the same column in the current row.

See Also

[Use a row total in a row definition](#)

[Use a calculation formula in row definition](#)

[Restrict calculation to a reporting unit in a row definition](#)

[Row definitions](#)

[Advanced formatting options](#)

Restrict calculation to a reporting unit in a row definition

To restrict a calculation to a single reporting unit in a reporting tree, so that the resulting amount is not rolled up to a higher-level unit, you can use the **@Unit** code in the **Related Formulas/Rows/Units** cell in the row definition. The **@Unit** code is listed in column B of the reporting tree, **Unit Name**. The values are not rolled up, but the calculation is evaluated at every level of the reporting tree.

Note

To use this function, you must have a reporting tree associated with the row definition.

The calculation row can refer to a calculation row or a financial data row.

The calculation is recorded in the **Related Formulas/Rows/Units** cell of the row definition, along with the financial data-type restriction. The calculation must use a conditional calculation beginning with an **IF @Unit** construction, such as the following calculation:

IF @Unit(SALES) THEN @100 ELSE 0

This calculation places the amount from row 100 in each column of the report, but only for the Sales unit. If there were multiple units named SALES, the amount would appear in each of those units.

Additionally, row 100 could be a financial data row and further be defined as non-printing, which prevents that amount from appearing in all units in the tree. You can also limit the amount to a single column of the report by using the column restriction, such as column H, to print the value only in specific columns of the report.

You can include **OR** combinations in an **IF** statement, for example:

IF @Unit(SALES) OR @Unit(SALESWEST) THEN 5 ELSE @100

You can specify a unit in a calculation-type restriction in one of the following ways:

- Enter a unit name to include those units that match. For example, **IF @Unit(SALES)** allows the calculation for any unit named **SALES**, even if there were several **SALES** units within the reporting tree.
- Enter the company and unit name to restrict the calculation to **SALES** units in the ACME company only. For example, **IF @Unit(ACME:SALES)**.
- Enter the full hierarchy code from the reporting tree to restrict the calculation to a specific unit. For example, **IF @Unit(SUMMARY^ACME^WEST COAST^SALES)**.

Note

To find the full hierarchy code, right-click in the reporting tree definition, and then select **Copy Reporting Unit Identifier (H-code)**.

Restrict a calculation to a reporting unit

1. In Report Designer, click **Row Definitions**, and then open the row definition to modify.
2. Double-click the **Format Code** cell, and then select **CAL**.
3. Click the **Related Formulas/Rows/Units** and type the conditional calculation starting with an **IF @Unit** construction.

See Also

[Use a row total in a row definition](#)

Management Reporter for Microsoft Dynamics ERP

[IF/THEN/ELSE statements in a row definition](#)

[Select report columns in a row definition](#)

[Modify a number in selected columns](#)

[Row definitions](#)

[Advanced formatting options](#)

IF/THEN/ELSE statements in a column definition

An **IF/THEN/ELSE** statement enables any calculation to be conditional upon the results of any other column. You can refer to other columns, but not to a report cell in the **IF** statement. Any calculation must be applied to the whole column.

For example, the statement **IF B>100 THEN B ELSE C*1.25** means the following: If the amount in column **B** is greater than 100, place the value from column **B** in the **CALC** column. If the amount is not greater than 100, multiply the value in column **C** by 1.25, and place the result in the **CALC** column.

Always follow the **IF** clause with a logic statement that evaluates to **TRUE** or **FALSE**. The formulas that you use for both the **THEN** clause and the **ELSE** clause can contain references to any number of columns, and can be as complex as you want.

Note

You cannot place the results of a calculation in any other column; the results must be in the column that contains the formula.

For more information about creating **IF/THEN/ELSE** statements, see [IF/THEN/ELSE statements in a row definition](#).

See Also

[IF/THEN/ELSE statements in a row definition](#)

[Calculation column in a column definition](#)

[Advanced formatting options](#)

Generate reports

Reports are generated based upon the options specified in the report definitions. You can generate reports in various output types and set up schedules to generate reports automatically.

- [Generate reports to the report library](#)
- [Report viewing options](#)
- [Schedule reports](#)
- [Missing account analysis](#)
- [Report security options](#)

Generate reports to the report library


Several options are available for distributing generated reports. After a report definition is created, a report can be generated to a single location in the report library of Management Reporter, or generated to multiple locations with multiple forms of delivery. Management Reporter can publish links to generated reports in network locations or in Microsoft SharePoint® sites.

To send report links through email, see [Share a report](#).

Note

You can generate reports only to folders and locations that you have access to in Management Reporter.

Generate to a single location in the report library

1. In Report Designer, open the report to generate. Click the **Output and Distribution** tab.
2. In the **Output name** field, enter a name for the report after it is generated. This name does not have to be the same as the report definition name.
3. To view the report after it is generated, select the **View report when generated** check box.
4. Select **Generate to a single report library location** and type the address of the destination, or click  to browse to a destination for the generated report.
5. Select the options to include in the report under the appropriate output heading. For more information, see [Report viewing options](#).

Generate to multiple locations in the report library

1. In Report Designer, open the report to generate. Click the **Output and Distribution** tab.
2. In the **Output name** field, enter a name for the report after it is generated. This name does not have to be the same as the report definition name.
3. To view the report after it is generated, select the **View report when generated** check box.
4. Select **Generate to multiple report library locations**.
5. Click in the **Report Library Location** pane and type a destination address for the generated report. You can also click **Add** to browse to a destination folder, and then click **OK** to add the location to the report definition.
6. To add another report library location, repeat step 5. To remove a location from the list, select a location, and then click **Remove**. To modify an existing location, double-click on the location, and then type or browse to a new destination address.
7. Select the options to include in the report under the appropriate output heading. For more information, see [Report viewing options](#).

Generate a report link

When you generate a report to the report library, you can also generate a link to a SharePoint site or another network location. The related report link can open the report in one of the supported report output types. For more information, see [Report viewing options](#).

Each report library location can create multiple related report links. Security settings for the report library folder are applied when the related report link is opened.

Note

If you are using a computer that has Windows Server® 2008 or Windows Server 2008 R2, you must have the Desktop Experience feature turned on in order to post a report to a SharePoint site. Open **Server Manager**, click **Features**, click **Add Features**, and then select **Desktop Experience**. This may require a restart.

1. In Report Designer, open the report to generate. Click the **Output and Distribution** tab.
2. In the **Output name** field, enter a name for the report after it is generated. This name does not have to be the same as the report definition name.
3. To view the report after it is generated, select the **View report when generated** check box.
4. Select **Generate to multiple report library locations**.
5. Click in the **Report Library Location** pane, and then enter the destination for the generated report. At least one report library location must be selected in order to generate a related report link.
6. Double-click in the **Related Report Link Location** pane, and then type an address to a network location or a SharePoint site. You can also click **Browse** to browse to a destination folder, and then click **OK** to add the location to the report definition. These address paths can also be copied into or from other report definitions.

Note

If you are using Windows XP®, the **Open Files** dialog box is not available, and you must type the address of the destination folder.

7. To add another related report location, repeat step 6. To remove a location from the list, select a location, and then click **Remove**. To modify an existing location, double-click the location and type a new destination address.
8. Select the options to include in the report under the appropriate output heading. For more information, see [Report viewing options](#).

See Also

[Report viewing options](#)

[Share a report](#)

[Generate reports](#)

Report viewing options

When a report is generated, you can open the report in Desktop Viewer, as a Microsoft Excel worksheet, or as an XPS document.

The following sections provide additional information about the options for viewing a report:

- [General report options](#)
- [Microsoft Excel options](#)
- [XPS options](#)

Report options

Report options are defined in the **Output and Distribution** tab of a report definition. For more information about generating reports, see [Generate reports to the report library](#).

General report options

The following table describes options that are available for all report output types.

Option	Description
Include headers and footers	Inserts the header and footer information that you configure on the Headers and Footers tab of a report definition.
Include format rows	<p>Inserts the row definition rows (DES, LFT, RGT, and CEN rows) in the report. If a row is blank, it is considered a format row and will not be printed, unless Include format rows is selected. By default, this option is selected.</p> <p>Note</p> <p>When this option is selected and the Include underscore rows option is also selected, the printed report might display duplicate underscores under the final total rows.</p>
Include underscore rows	Inserts underscore rows and double underscore rows in the report.
Report duplicate accounts or dimensions	Generates an exception report that shows the financial data accounts that are duplicates.

Microsoft Excel options

The **Microsoft Excel** output type opens a report as an Excel spreadsheet. To view reports in Microsoft Excel, you must have Microsoft Excel 2007 or newer installed on your computer. For more information, see [Excel and Management Reporter](#).

The following table describes the options that are available for reports that are opened in **Microsoft Excel** format.

Option	Description
Include fonts and shading	Formats the report by using the fonts and shading that you used in the report building blocks and in the report definition on the Headers and Footers tab. For example, if you added shading or font colors to heading text, this option includes that formatting in the Excel spreadsheet.
Generate to a single worksheet	Generates the whole report, which includes reporting trees and drill down reports, to a single worksheet.
Include comments	Generates the whole report and includes any comments that are attached to the report.

XPS options

The **XPS** output type opens a report in a read-only format. To view a report in XPS, you must have the Microsoft XPS Viewer installed. For more information, see [XPS and Management Reporter](#).

The following table describes the options that are available for reports that are opened in **XPS** format.

Options	Description
Include bookmarks	For every unit of the associated tree that is included in the XPS file, a bookmark will be defined in the XPS file.
Include column and page breaks	Inserts column breaks and page breaks into the report.
Include comments	Generates the whole report and includes any comments that are attached to the report.
Column width	Specifies the width of the column, in characters.
Wrap text	If the text in a column exceeds the number of characters specified in the column width, this options wraps the text to keep all of the text in the column. If the Autofit option is selected, this option is not available.
Autofit	Automatically adjusts the width of the columns to fit the cell content.

See Also

[Generate reports to the report library](#)

[Headers and footers in report definitions](#)

[Use additional file types with Management Reporter](#)

[Generate reports](#)

Schedule reports

Many companies have a core set of reports that are run at scheduled intervals to align with their business processes. To provide for this practice, you can schedule a report to be generated regularly, such as daily, weekly, monthly, or annually. This can be a single report or a group of reports that includes multiple companies. You must enter your credentials for each of the companies that are specified, such as those in a reporting tree definition. If the credentials are not valid, the report will display only the information that you have access to, such as the company that you are logged on to at the time. Output information is read first from the report group, and then from the individual reports.

To create, modify, and delete report schedules, you must have the role of designer or administrator.

As report schedules are created and saved, they are displayed in the navigation pane under **Report Schedules**. You can create folders to organize the reports.

If a single report in a schedule does not run, all other reports will continue to run.

Create a report schedule

To create a report schedule, you must have the role of designer or administrator. When a report is run, the credentials of the user who created the schedule are used to generate the report.

1. In Report Designer, on the **File** menu, click **New**, and then select **Report schedule**.
2. Under **Settings**, select an individual report or a report group to schedule. Only reports or report groups for the company or building block selection that you are currently logged on to are available.
3. Select the **Active** check box to turn on the report schedule. Only the creator of the report or an administrator can activate or inactivate a report schedule.
4. Click the **Permissions** button to enter company credentials. By default, your logon information is used for the company that you are logged on to. If other companies are included, such as in reporting tree definitions, select **Use separate credentials**, and then enter the credentials for any other company that is included in the report schedule. You can select **Windows Authentication** or type a user name and password for each company. Select the **Save credentials** check box to save the credentials for these companies, and then click **OK** to close the dialog box. For more information about how to enter and save credentials, see [Credentials](#).
5. Under **Frequency**, in the **Start recurrence** field, select the date when the schedule is to start. By default, the current system date of the client computer is selected.
6. In the **Run report at** field, select the time when the report should run. If you enter a time that is before the current system time, the report runs on the next scheduled date.
7. In the **Recurrence pattern** area, specify how often the report is run. By default, **Daily** is selected with an **Interval (days)** value of 1. Other options include **Weekly**, **Monthly**, and **Yearly**.

8. In the **Range of recurrence** area, select when the report should stop being generated.
 - **No end date** – The report schedule runs indefinitely.
 - **Set number of occurrences** – The report schedule runs for the specified number of times, and then is inactivated.
 - **End by** – The report schedule ends on the specified date.
9. Click **Save** in the toolbar. In the **Save As** dialog box, enter a unique name and description for the report schedule.

Copy a report schedule

To copy a report schedule, you must have the role of designer or administrator. Even if an administrator modifies the report schedule, the report maintains the credentials of the user who created the report.

1. In Report Designer, click **Report Schedules** in the navigation pane, and open a report schedule to copy.
2. On the **File** menu, click **Save As**, and then enter a new name and description for the schedule in the **Save As** dialog box. Click **OK**, and the new schedule is displayed in the navigation pane.
3. In the new schedule, modify the fields and information as needed, and then click **Save** on the toolbar, or click **Save** on the **File** menu.

Delete a report schedule

To delete a report schedule, you must be the owner of the report schedule or have a role of administrator.

1. In Report Designer, click **Report Schedules** in the navigation pane.
2. Select the report schedule to delete, and then click **Delete** or press the Delete key.
3. In the deletion verification dialog box, click **Yes** to permanently delete the report schedule. If you do not have permission to delete the schedule, a message is displayed and the report is not deleted.

Credentials

If you do not enter credentials that are required for all companies included in the reports, you receive the following message when you save the report schedule: "You must enter your credentials for the companies that are contained in this report schedule. Select the **Permissions** button to enter in your credentials."

For example, Phyllis logs on to Company A using her logon and password. She creates a schedule for an individual report that uses a reporting tree definition to collect data from multiple companies. When this report schedule is saved, Phyllis is prompted to enter the credentials for the other companies that are specified in the reporting tree definition.

When your credentials expire, the affected reports in the report schedule are not generated until the credentials have been updated. A message is also displayed in the report queue to indicate that permissions must be updated.

Management Reporter for Microsoft Dynamics ERP

The report schedule fails if any of the following scenarios occur because they require credentials:

1. A new company has been added to a report tree for an individual report.
2. A report in a report group has been modified.
3. A new report for an additional company has been added to a report group.

To continue, click the **Permissions** button in the **Report Scheduling** dialog box, and then enter the appropriate credentials.

See Also

[Create and manage report groups](#)

[Generate reports](#)

Missing account analysis

You can search for financial accounts and dimensions that might be missing across all row definitions, reporting tree definitions, and report definition in a building block group. This is especially useful when you create or update several account or building blocks during a short time period, and you want to verify all new information is included in your reports.

Management Reporter determines missing accounts by using the lowest and highest values from the row definition or reporting tree definition, and then displays a list of accounts that are not in the row definition or reporting tree definition, but that are in the financial data. If a missing account is greater than or less than the values in the row definition, that account is not included in the list of missing accounts.

Tip

For validation purposes, this process should be run before you generate monthly reports, and when you create new building blocks.

Reports that have ranges of values are less likely to encounter missing accounts. When possible, use ranges in the building block to include new accounts when they are created.

To search for duplicate accounts, see [Report viewing options](#).

Run missing account analysis

If any report definition is set to **@ANY** company, then you can log on to a specific company and run a missing account analysis for that company.

Note

If a new company has been added in Management Reporter, you must add the new company to the reporting trees in any existing reports or the company will not be included in the missing account analysis.

1. In Report Designer, click **Tools**, and then click **Missing Account Analysis**.
2. In the **Company filter** field, select a company to filter results on, or select **All (no filter)** to display results from all available companies.
3. In the **Dimension filter** field, select a dimension to filter results on, or select **All (no filter)** to view all dimension information for all available dimensions.
4. In the **Group by** field, select an option for sorting the results. You can sort results according to the building block that is affected, or you can sort results by dimension and value sets.
5. Review the displayed results. When you select an item in the upper pane, the lower pane displays additional information about the exception. This includes related dimensions, values, and reports.
6. To open the affected item, click the associated icon that is displayed in the list pane, or right-click the item and select **Open**. To select multiple items, hold down the Ctrl key as you select the items in the lower pane.

Management Reporter for Microsoft Dynamics ERP

7. If any values, building blocks, or reports are returned that should not be included in the analysis, right-click the item and select **Exclude**, or select the **Exclude** check box next to the item to remove the item from the list. Excluded items are not included when the list is refreshed. To select multiple items, hold down the Ctrl key as you select the items in the lower pane.

To view all items, including any results that you previously selected to exclude from the analysis, select the **Show excluded building blocks and values** check box, and then click **Refresh**.

8. Click **Refresh** to refresh exceptions that you have addressed. Click **Yes** to perform a full refresh of all of the results, or click **No** to perform a partial refresh of addressed items.

Note

The form is automatically refreshed upon opening, unless the form has been opened in the last 15 minutes.

9. When the issues are resolved, click **OK** to close the dialog box.

Keyboard shortcuts for missing account analysis

When you run a missing account analysis in Management Reporter, the following keyboard shortcuts are available:

To do this	Use this keyboard shortcut
Filter by company	Alt+C
Filter by dimension	Alt+D
Select the Group by field	Alt+G
Show excluded blocks and values	Alt+S
Refresh results	Alt+R
Exclude the selected building block	Alt+X
Exclude the selected row definition	Ctrl+B
Exclude the selected dimension value	Ctrl+D
Open the selected report definition	Ctrl+R
Open the selected row definition	Ctrl+O

For more information about keyboard shortcuts in Management Reporter, see the Management Reporter Help documentation.

See Also

[Report viewing options](#)

[Generate reports](#)

Report security options

Management Reporter has several levels of security for reports to help ensure that only authorized users can view report data, and that users can view only the data that they have access to.

For example, if you have a report that must be distributed to several users, and each user has different levels of security permissions, you might consider generating the same report multiple times to make sure that each user sees only the data that the user has access to. This would result in multiple copies of the same report, stored in multiple locations on a network share or in email.

With Management Reporter, you can generate a report with personalized levels of access, so that each user can view only the information that the user has access to. You would need to maintain only one copy of the report.

Different levels of security can be applied based on your business model or business need. For example, you might secure reports at the only folder level in the report library, or you might secure an individual report in the report library. If your report uses a reporting tree, you can secure individual reporting units in the reporting tree. In all cases, a secure report link is created whenever you apply one or more levels of security. When a user opens the report link, the report displays only the information that the user has been granted permission to see, based on the security that is applied.

Reporting unit security

The lowest level of report security is based in the reporting tree. Users can be assigned to specific units in the reporting tree definition. For more information, see [Restrict access to a reporting unit](#).

Report library security

The next level of security is in the report library. Users or user groups can be granted access to different folders and reports in the report library. For more information, see [Report library security](#) and [Change report library permissions](#).

Report link security

After a report is generated, a report link is created in the output locations that are specified on the **Output and Distribution** tab of the report definition. You must specify a location in the report library where the report is generated to, and the security settings of the output location are applied to the report, so you can generate to a public folder in the report library or to a more secure folder. If you select a Microsoft SharePoint or network location for the related report link, you must also select a report library location. The report library location determines the security access when the user opens the report link.

Only active Management Reporter users can open a report link, and users can only open report links that they have been granted access to. This helps to ensure that the report displays only the information that the user has access to.

For more information about report links, see [Generate reports to the report library](#).

See Also

[Generate reports](#)

[Security, user roles, and permissions](#)

[Generate reports](#)

Organize reports

After you have designed building blocks and generated reports, it is helpful to organize these objects so that they are easier for users to locate. The following topics explain how to organize existing reports, building blocks, and objects in Management Reporter.

- [Maintain report versions](#)
- [Create a folder](#)
- [Move a folder, report, or building block](#)
- [Rename a folder, report, or building block](#)
- [Create and manage report groups](#)
- [Delete report library items](#)

Maintain report versions

The report that appears in the report library is always the most current version of the report. However, a report can have many different versions. Each time that a report is generated, Management Reporter puts the new version of the report in the report library.

Note

When you delete a version of a report, it cannot be recovered.

View a specific version of a report

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. Right-click a report, and then select **Show Versions**.
3. In the **Versions** dialog box, select the report version to view, and then click **Open**.

Rename a version of a report

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. Right-click a report, and then select **Show Versions**.
3. In the **Versions** dialog box, select the report version to rename, and then click **Rename**. The **Name** field becomes active.
4. Type the new name, and then press Enter.

Delete a specific version of a report

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. Right-click a report, and then select **Show Versions**.
3. In the report **Versions** dialog box, select the report version to delete, and then click **Delete**.
4. Click **Yes** to permanently delete the report.

See Also

[Insert external files into the report library](#)

[Change report library permissions](#)

[Report viewing options](#)

[Organize reports](#)

Create a folder

Use folders to organize your reports, building blocks, and other objects in Management Reporter.

Create a folder in Report Designer

Use folders to organize your building blocks in Report Designer. All folders are specific to the type of building block they contain. For example, all folders that contain row definitions are located in the **Row Definitions** pane of Report Designer.

1. In Report Designer, select the type of building block to organize in the navigation pane. For example, to sort a row definition, click **Row Definitions**.
2. In the navigation pane, select the existing folder that the new folder will be created under, and then complete one of the following actions:
 - Right-click the parent folder and select **New Folder**.
 - Select the parent folder, click **File**, and then select **New Folder**.
3. When the new folder appears, type the name of the new folder and press Enter.

Create a folder in the report library

In Desktop Viewer, you can create folders to organize your reports in the report library.

Note

When you move a report from its original location in the report library, you are only moving a copy of that report, and the moved report is not listed in the version list of the original report. For more information about report versions, see [Maintain report versions](#).

To permanently change the report library output location for a report, see [Report viewing options](#).

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. In the navigation pane, select the existing folder that the new folder will be created under, and then complete one of the following actions:
 - Right-click the parent folder and select **New Folder**.
 - Select the parent folder, click **File**, and then select **New Folder**.
3. When the new folder appears, type the name of the new folder and press Enter.

See Also

[Organize reports](#)

Move a folder, report, or building block

Use folders to organize your reports, building blocks, and other objects in Management Reporter.

Move a folder or object in Report Designer

When you move a folder or building block that is used for a report, Management Reporter maintains the link to the moved object. As a result, you do not need to update the associations between building blocks and reports.

1. In Report Designer, use the navigation pane to locate the folder or building block to move.
2. Select the folder or item, and then drag it to a new location in the navigation pane. All contents of a folder are moved with the folder.

Move a folder or report in the report library

If you move a folder in the report library that is used as the output location for a report, the report library location in the associated report definition is updated.

However, if any of the reports in the moved folder have related report links, you must manually update the report links on the **Output and Distribution** tab of the report definition. For more information about related report links, see [Generate reports to the report library](#).

When you move a report, you can move either the most recent version or all versions of the report. If you move a specific version, that version is no longer associated with the original report and will not be updated when the report is regenerated.

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. Select a folder or report, and then drag it to a different folder or to the report library. All contents of a folder are moved with the folder.

See Also

[Change report library permissions](#)

[Organize reports](#)

Rename a folder, report, or building block

You can rename folders, reports, building blocks, and other objects in Management Reporter to help organize your files. Depending on the type of object that you rename, you might have to update associations to that object.

Rename a folder or building block in Report Designer

In Report Designer, you can rename folders, report definitions, row definitions, column definitions, and reporting tree definitions.

Note

When you rename a building block, you must update any reporting definitions that use the building block, or new report cannot be generated successfully.

1. In Report Designer, use the navigation pane to locate the folder or object to rename.
2. Right-click the folder or object, and then click **Rename**. The **Name** field in the navigation pane becomes active.
3. Type a new name, and press Enter.
4. If the item is a row definition, a column definition, or a reporting tree definition, you must update other building blocks that are associated with the item. Right-click the item that you renamed in step 3, select **Associations**, and then select an item in the list to update it.
5. Repeat step 4 until all associated items are updated.

Rename a report or folder in the report library

In Desktop Viewer, you can rename folders, reports, report versions, and external documents in the report library.

When you rename a folder that is used as the output location for a report, the link to the renamed folder is used as the output location for all future versions of that report.

When you rename a report in the report library, you are renaming a specific version of the report. The next time that the report is generated, the original report name is used, but your renamed version still appears in the version list.

1. In Desktop Viewer, click **Report library** in the navigation pane.
2. Right-click an item, and then click **Rename**.
3. Type a new name, and then press Enter.

See Also

[Insert external files into the report library](#)

[Change report library permissions](#)

[Organize reports](#)

Create and manage report groups




You can group report definitions to generate multiple reports at the same time.

To create, modify, delete, and generate report groups, you must have a role of designer or administrator. Users with a role of generator can generate and view report groups and can also modify the user report definitions setting for report groups.

View a report group

1. In Report Designer, click **Report Groups** in the navigation pane.
2. Double-click a report group to open the group. The reports that are included in that group are displayed in the viewer window.

Create a report group


1. In Report Designer, click **Report Groups** in the navigation pane.
2. On the **File** menu, select **New**, and then select **Report Group Definition**, or click  in the toolbar to open a new report group in the viewer window.
3. Click **Add**, and then select the reports to include in the report group. Press and hold the Ctrl key to select multiple reports.
4. Click **OK** in the **Add** dialog box. The new reports are added to the list in the **Reports in Group** window.
5. On the **File** menu, click **Save**, or click  in the toolbar to save the new report group.
6. To save all of the reports in the report group to the same location in the report library, select the **Override report library location from report definition** check box. Click  to select a new location in the report library for all of the reports in the report group. This setting is saved per report group.
7. In the **Save As** dialog box, enter a unique name for the report group, up to 255 characters. The **Name** field cannot be left blank.

Modify a report group

1. In Report Designer, click **Report Groups** in the navigation pane.
2. To change the name of a report group, right-click the report group in the navigation pane and select **Rename**.
3. To add report definitions to the report group, double-click the report group to open it, and then click **Add**. Select the reports to include in the report group, and then click **OK**.
4. To remove a report from the report group, select the report to remove, and then click **Remove**.
5. To modify the order in which the reports are generated, select a report in the list, and then click **Move up** or **Move down**.

Generate a report group

If you have scheduled reports to be generated in the report definition settings, you can override those settings and generate a report immediately.

1. In Report Designer, click **Report Groups** in the navigation pane.
2. Select the report group to generate. Click  to open the **Override Report Definition Settings** dialog box.
3. Select the **Override report dates from report definition** check box.
4. Select the **Base period** and **Base year** for your report.
5. To view the last report in the report group in Report Viewer, select the **View last report in report group when generated** check box. If this option is not selected, Report Viewer does not open when the report group has been generated.
6. Click **OK**. If you selected the option in step 5, the **Report Queue Status** dialog box opens, and Report Viewer opens to display the last generated report in the report group.

Delete a report group

1. In Report Designer, click **Report Groups** in the navigation pane.
2. Right-click the report group to delete in the navigation pane, and then select **Delete**.
3. When a deletion verification window appears, click **Yes**.

See Also

[Schedule reports](#)

[Organize reports](#)

Delete report library items

If you have Delete permissions, you can delete reports, folders, and external files in the report library. However, Delete, Edit, and Create permissions can be specific to a report or folder. For example, you might have Delete permissions for a specific report or a specific folder in the report library, but not for other reports or folders.

Deleting works differently for different report library items. The following information describes how the **Delete** function works with each item:

- **Report** – A report can have many versions. When you delete a report, you are prompted to delete the current version or all versions. To select the version from a list, select the report, and then click **Show Versions** on the **View** menu.
- **External File** – When you delete an external file, you are prompted to confirm the deletion. External files do not have versions.
- **Folder** – When you delete a folder, you are prompted to confirm the deletion. If you click **Yes**, the folder and all of its reports and external files are deleted.

Delete report library items

1. In Desktop Viewer, click **Report Library** in the navigation pane.
2. Select an item, and then press Delete. To select multiple items, press and hold the Ctrl key.
3. If you have selected one or more reports to delete, you are prompted to delete all versions or the most recent version. If you are deleting reports, in addition to folders or external files, you are prompted to delete all versions or the most recent version; however, this message pertains only to reports.

See Also

[Insert external files into the report library](#)

[Change report library permissions](#)

[Organize reports](#)

Use additional file types with Management Reporter

In Management Reporter, you can work with other types of files, including worksheets in Microsoft Excel, XPS files, and XBRL. Features and functionality vary depending on the type of file that you are using.

- [Excel and Management Reporter](#)
- [XPS and Management Reporter](#)
- [XBRL and Management Reporter](#)

Excel and Management Reporter

Microsoft Excel is a spreadsheet application that lets you store, modify, and graph data. You can use Management Reporter to link a report to an Excel spreadsheet to combine data and to summarize and display information in additional ways. For more information, see [Link reports to Microsoft Excel](#).

You can also create a link that opens a report as an Excel spreadsheet by selecting Excel as the report output type in the report definition. For more information, see [Report viewing options](#) and [Share a report](#).

See Also

[Prepare a link column in a row definition](#)

[Match worksheets with fiscal periods](#)

[Identify an Excel file in a reporting tree](#)

Link reports to Microsoft Excel

By linking rows to cells in a Microsoft Excel spreadsheet, you can combine the data from report building blocks and Excel to summarize and display information in additional ways.

A row definition typically contains links to financial accounts and dimension. These links allow for dynamic reporting. Management Reporter pulls the information from the links every time that you generate a report. In this manner, the report always uses the most current information available.

You can also create links from a row to a cell in an Excel spreadsheet file that is maintained separately from your Management Reporter reports. For example, you can create a report that compares actual expenses from Microsoft Dynamics ERP to the budget in an Excel spreadsheet.

When used with a reporting tree, linking enables each unit in the reporting tree to use a different Excel workbook or worksheet. This means that reports can be formatted to pull in the same data or distinct data for each level of the report.

You can access data in an Excel worksheet by using a combined worksheet link or a separate worksheet link. For more information, see [Using a combined worksheet link](#) and [Using a separate worksheet link](#).

Using a combined worksheet link

A **Financial Dimensions + Worksheet** link, also known as a combined worksheet link, combines references to cells in an external worksheet file into the same link column that you use for links to accounts or dimensions. When you use this method to access data in an external worksheet file, some rows in a column of the report will contain data from your financial data system, and other rows in that same column will contain data from the external worksheet file. We recommend that you use this method when you are importing limited amounts of data, such as work hours, head count, or units sold, that you do not have to associate with a specific unit in the reporting tree.

Note

This method does not require a reporting tree, but can only pull data from a single worksheet per link.

Using a separate worksheet link

A separate worksheet link lets you access multiple rows and columns of data in an external worksheet file, and to associate one or more external worksheet files with one or more reporting units in the reporting tree. You create a special column in the row definition that links to cells in the external worksheet file, and then add the names of the external worksheet files to the reporting tree.

Note

If you link to spreadsheets that have identical worksheet layouts, you reduce the number of link columns that are required in the row definition and the time that is required to maintain your report.

Linking to Management Reporter reports

In Management Reporter, you can use data from an Excel spreadsheet that was generated by Management Reporter and link it to another Management Reporter report. This is useful when you want to use the data from one Management Reporter report in other Management Reporter reports. You can link to individual reports or, if you use a reporting tree, you can link to data in multiple Management Reporter reports.

See Also

[Prepare a link column in a row definition](#)

[Match worksheets with fiscal periods](#)

[Identify an Excel file in a reporting tree](#)

[Use additional file types with Management Reporter](#)

Prepare a link column in a row definition



Within a row definition, one or more link columns contain the links to the dimensions and Microsoft Excel files. Each row definition can have up to 100 link columns. The row definition column heading indicates the link types that are supported in that column.

By default, the row definition includes one link column titled **Link to Financial Dimensions**, for linking to the financial data. You can add new link columns, and you can modify the link type of existing link columns.

Each link column can link to one of the following types of data.

Data Type	Description
Financial Dimensions	Links to only the financial data system.
External Worksheet	Links to an Excel file based on the reporting tree.
Financial Dimension + Worksheet	Links to the financial data system and/or to an Excel file.
Management Reporter Report	Links to another report in Management Reporter.
XBRL taxonomy	Links to an XBRL Taxonomy

Add a link column to a row definition

1. In Report Designer, open the row definition to modify.
2. On the **Edit** menu, click **Row Links** to open the **Row Links** dialog box.
3. In the **Row Links** dialog box, click **New**.
4. Under **Link definition**, in the **Link type** list, select one of the following options:
 - **Financial Dimensions** – Links to only the financial data system.
 - **External Worksheet** – Links to an Excel file that is specified in the reporting tree.
 - **Financial Dimension + Worksheet** – Links to the financial data system. Optionally, you can also link to an Excel file or to another Management Reporter report.
 - **XBRL Taxonomy** – Links to an XBRL taxonomy. For more information, see [Link to XBRL taxonomies](#).
 - **Management Reporter Worksheet** – Links to another worksheet in Management Reporter that is specified in the reporting tree.
5. In the **Link name** field, type a name for the link column.
6. If you selected the **Financial Dimensions + Worksheet** link type in step 4, you can link to an Excel worksheet or another report in Management Reporter.
 - To link to an Excel worksheet, enter the file path in the **External worksheet file path** field, or click  to browse to the file.
 - To link to another report in Management Reporter, enter the file path in the **Management Reporter worksheet path** field, or click  to browse to the file. To link to a specific tab in the worksheet, enter the tab name in the **Worksheet tab name** field.

Note

You can link to any report in the Management Reporter report library, even if you do not have access to that report. However, the linked data will not be included in the report that you generate.

Modify the properties of a link column in a row definition

1. In Report Designer, open the row definition to modify.
2. On the **Edit** menu, click **Row Links**.
3. In the **Row Links** dialog box, select a link from the table.
4. Under **Link definition**, modify any of the available properties, and then click **OK**.

Delete a link column from a row definition

1. In Report Designer, open the row definition to modify.
2. On the **Edit** menu, click **Row Links**.
3. In the **Row Links** dialog box, select a link from the table.
4. Click **Delete**.

Referring to Excel worksheet names

To reference a specific Excel worksheet, type the name in the **Worksheet name** field of the **Row Links** dialog box. When you reference a particular Excel worksheet, the name of the worksheet must be at least two characters, for example, **[workbook.xlsx]AA**.

When you reference a specific cell in an Excel worksheet, use the column letter of the cell and row number references. For example, **C10** would be column **C**, row **10**. Management Reporter does not support referencing ranges of cells in an Excel worksheet.

The following examples are valid references for FD + worksheet links:

- **@WKS(B5)**
- **@WKS(B=B5)**
- **@WKS(B=B5, C=C5, D=D5)**

The following examples are valid references for worksheet links:

- **B5**
- **B5=B5**
- **(B=B5, C=C5, D=D5)**

Because the column definition is defined separately from the row definition in Management Reporter, you must determine which report columns are to receive the data from the Excel worksheet. If you specify a single cell, such as B5, the value is only added in a WKS column. If you use specific cell references like B=B5, you can position Excel values in FD, WKS, or CALC columns.

Note

The report columns that accept data from an Excel worksheet are the columns that are identified in the column definition as **FD** or **WKS**. If you reference an Excel worksheet cell in a **CALC**, **DESC**, or **FILL** column, the value is ignored.

See Also

[Link reports to Microsoft Excel](#)

[Match worksheets with fiscal periods](#)

[Identify an Excel file in a reporting tree](#)

[Link to Management Reporter reports](#)

[Import and maintain XBRL taxonomies](#)

[Use additional file types with Management Reporter](#)

Match worksheets with fiscal periods

If you have data in an external worksheet or a Microsoft Excel spreadsheet, you can create a link in a report in Management Reporter to add the external data to the report. You can use either a combined link or a separate link to retrieve the external data.

Combined link and separate link methods

The combined link method is primarily used to add spreadsheet data to a row in the report. A combined link must meet the following requirements:

- Connect to a single Microsoft Excel spreadsheet.
- The row definition supplies the spreadsheet file name and location.
- Spreadsheet cell references are preceded by **@WKS**.

In the separate link method of adding external data to a report, the following three building block definitions contribute to the setup of the link. In addition, the report definition is set up to pull worksheet-related data from the reporting tree.

- The row definition contains worksheet cell references in one or more external worksheet links.
- If the worksheet is designed with periodic data, then the related period offset code (**/CPO** or **/RPO**) is also required.
- If multiple WKS type columns are defined in the column definition, then the related column is also entered in the link syntax; for example, C=B4, E=C4.
- The column definition contains one or more WKS type columns.
- The reporting tree definition is associated to the external link in the row definition in addition to the location of the worksheet file.

You can use either a column period offset (**/CPO**) or a row period offset (**/RPO**) to link to Microsoft Excel files that cover multiple reporting periods.

Column Period Offset (/CPO)

If you are linking to an Excel file that has multiple columns that represent different periods, for example, a worksheet that has a detailed, 12-month budget forecast, use the **/CPO** (column period offset) option to match the accounting periods in the column definition with the appropriate columns in the Excel worksheet. You can use this technique with either the combined worksheet link or the separate worksheet link.

To use the **/CPO** option, in the row definition, type the cell address that points to one column to the left of the first period (column). Then, add the **/CPO** option at the end of the cell address.

The following table shows an example of using the **/CPO** option to link to a column from the external Excel worksheet file.

Row Code	Description	...	Link to Worksheet
340	Total Units Sold	...	A7 /CPO

The following table shows an example of using the **/CPO** option to link to a column from the external worksheet file.

Row Code	Description	...	Link to External Worksheet
340	Total Units Sold	...	@WKS (B=B2) /CPO

When you run a report for period 1, Management Reporter uses the values in column **B** of the worksheet (January). For period 2, Management Reporter uses the values in column **C** of the worksheet (February), and so on.

Note that the referenced cell (**A7**) is one column to the left of the first amount that you want to import into the report for the first period.

Note

Include the **/CPO** or **/RPO** option only one time per link cell, regardless of the number of Excel references in that link cell.

Row Period Offset (/RPO)

If you are linking to an Excel worksheet that has multiple rows that represent different periods, use the **/RPO** (row period offset) option to match the accounting periods in the column definition with the appropriate rows in the Excel worksheet. You can use this technique with either the combined worksheet link or the separate worksheet link.

To use the **/RPO** option, type the cell address that points to one row above the first period (row) in the building block for the given column. Then, add the **/RPO** option at the end of the cell address.

The following table shows an example of using the **/RPO** option to link to a row from the external Excel file.

Row Code	Description	...	Link to Worksheet
340	Total Units Sold	...	B2 /RPO

The following table shows an example of using the **/RPO** option to link to a row from the external worksheet file.

Row Code	Description	...	Link to External Worksheet
340	Total Units Sold	...	@WKS (B2) /RPO

When you run a report for period 1, the values in row **3** of the worksheet (January) are used. For period 2, the values in row **4** of the worksheet (February) are used, and so on.

Management Reporter for Microsoft Dynamics ERP

Note that the referenced cell (**B2**) is one row above the first amount that you want to import into the report for the first period.

Note

Include the **/CPO** or **/RPO** option only one time per link cell, regardless of the number of Excel references in that link cell.

Using multiple WKS columns

If you specify multiple WKS columns in the column definition and use the **/CPO** or **/RPO** option in the row definition, Management Reporter matches a column in the Excel worksheet with each corresponding WKS column in the column definition. In this case, specify a value in the period cell of each WKS column. You can use a specific period, such as **6**, or a relative period, such as **B+2**.

For more information about how to add a value to the period cell, see [Financial Dimensions column](#).

Example 1

To reference multiple values in a worksheet, you must enter multiple columns in the same WKS statement. The following table shows an example of using the **/CPO** option to link to multiple columns from the external worksheet file.

Row Code	Description	...	Link to worksheet
340	Total Units Sold	...	@WKS (B=A2, C=A3) /CPO

Example 2

To use the same worksheet value as a base reference, you can use the values in the PERIOD column of a column definition to determine what values to retrieve for the calculation. The PERIOD column can use a hard-coded period, or the **BASE+#** and **BASE-#** codes for this calculation.

For example, you can use the WKS statement of **@WKS (B=A2, C=A2, D=A2) /CPO** with the following column definition:

A	B	C	D	E
DESC	FD	WKS	WKS	WKS
	ACTUAL			
	BASE			
	BASE	BASE+1	BASE+2	BASE+3
	PERIODIC			

This calculation uses the same cell in the external worksheet (**A2**) as a reference point, but the **BASE+** period codes in the column definition determine which values to retrieve for the report.

See Also

[Link reports to Microsoft Excel](#)

[Identify an Excel file in a reporting tree](#)

[Prepare a link column in a row definition](#)

[Use additional file types with Management Reporter](#)

Identify an Excel file in a reporting tree

After you have created an **External Worksheet** column in the row definition and have specified the Excel worksheet cells to include in the report, you must update the reporting tree with the linked column and the Excel file information. An Excel file can be imported into any unit in the reporting tree.

Identify the Excel link in a reporting tree

1. In Report Designer, open the reporting tree definition to modify.
2. Double-click the **Row Definitions** cell, and then select the row definition that contains information about the Excel file.

Note

The cells in the **Row Definitions** column display information based on the selected row information, because the same row definition must be used in all units of the reporting tree.

3. In the **Worksheet Link** cell for a reporting unit, select the link name that corresponds to the external worksheet that is selected in the row definition.
4. In the **Workbook or Report Path** cell for a reporting unit, type the name of the Excel file or browse to select the Excel file.
5. To specify a worksheet in an Excel file, type the name of the worksheet in the **Worksheet name** cell.
6. Repeat steps 3 through 5 for each reporting unit that should receive data from an Excel file. To prevent incorrect data from appearing in your report, make sure that the correct Excel file names appear in the corresponding unit of the reporting tree.

See Also

[Link reports to Microsoft Excel](#)

[Match worksheets with fiscal periods](#)

[Prepare a link column in a row definition](#)

[Link to Management Reporter reports](#)

XPS and Management Reporter

XML Paper Specification (XPS) is designed to give you a consistent document appearance, regardless of where and how the document is viewed. XPS documents also support security features, such as digital signatures, to provide better document security. When applied to a document, digital signatures can help ensure the identity of the signer and indicate whether an XPS document has changed since it was signed.

- To create a link that opens a report as an XPS document, see [Share a report](#).
- To specify display options for XPS documents, see [Report viewing options](#).
- To export a report as an XPS document in Desktop Viewer, see [Export a report](#).

For more information about XPS and its benefits, see "XPS Documents" on MSDN ([http://msdn.microsoft.com/en-us/library/dd316975\(v=VS.85\).aspx](http://msdn.microsoft.com/en-us/library/dd316975(v=VS.85).aspx)) and "XML Paper Specification: Overview" on MSDN (<http://msdn.microsoft.com/en-us/windows/hardware/gg463373.aspx>).

Note

To use XPS features, you must have the Microsoft XPS Viewer installed. This viewer is automatically installed on Windows Vista®, Windows 7®, Internet Explorer® 6, Internet Explorer 7, Internet Explorer 8, and Internet Explorer 9. To download the viewer, see Microsoft XML Paper Specification Essentials Pack (<http://www.microsoft.com/download/en/details.aspx?id=11816>).

XBRL and Management Reporter

Management Reporter supports XBRL, or extensible business reporting language. XBRL functionality in Management Reporter allows you to prepare, publish, and exchange financial statements in a common format. Regulating authorities create taxonomies that regulate the tagging of data in this common format. Companies must choose line item tags from the regulator's taxonomy and map the tags to their financial figures. The XBRL functionality in Management Reporter automates this data-tagging process.

Taxonomies have been established in the United States for U.S. GAAP and the Securities and Exchange Commission, and also for HM Revenue and Customs in the United Kingdom. XBRL use by regulating authorities world-wide is expected to increase in the future.

The consistent identity structure of XBRL is intended to make financial information easier for analysts, investors, and others to search and analyze across companies, reporting periods, and industries without having to reenter data manually. XBRL tags can be recognized and processed by databases, spreadsheets, and financial reporting systems.

- [Import and maintain XBRL taxonomies](#)
- [Create and maintain XBRL entities](#)
- [Maintain XBRL units](#)
- [Link to XBRL taxonomies](#)

See Also

[Export a report](#)

[Use additional file types with Management Reporter](#)


Import and maintain XBRL taxonomies

XBRL taxonomies define the specific tags that you will use for the individual items of data in reports, such as net profit. Different taxonomies are required for different business reporting purposes. After your company has determined which taxonomy it needs, it is downloaded from the appropriate website.

XBRL represents each concept as an element with a name. An element is an XBRL component, such as a table, a domain member, and dimension.

You must be in an administrator or designer role to work with XBRL taxonomies.

Import a taxonomy

1. In Report Designer, on the **XBRL** menu, click **Taxonomies**.
2. In the **XBRL Taxonomies** dialog box, click **New**. The **Add XBRL Taxonomy** dialog box opens.
3. In the **Name** field, type a name that has either been established previously by your company or assign a name to the taxonomy.
4. Type the URL of the XBRL taxonomy schema document or, if the taxonomy already exists on your computer, click  to browse to the taxonomy.
5. Click **OK**. Loading the taxonomy may take several minutes.

Modify a taxonomy

To change the name of a taxonomy or its default language, follow these steps:

1. In Report Designer, on the **XBRL** menu, click **Taxonomies**.
2. In the **XBRL Taxonomies** dialog box, select the taxonomy to modify, and then click **Modify**.
3. Rename the taxonomy and select the default language. Click **OK**.

Update a taxonomy

1. In Report Designer, on the **XBRL** menu, click **Taxonomies**.
2. Select the taxonomy to update from the list.
3. Click **Refresh**.

Delete a taxonomy

1. In Report Designer, on the **XBRL** menu, click **Taxonomies**.
2. In the **XBRL Taxonomies** dialog box, select the taxonomy to delete from the library, and then click **Delete**.

Note

You cannot delete a taxonomy that is currently being used by an entity.

3. Click **Yes** to permanently delete the taxonomy.

See Also

[Create and maintain XBRL entities](#)

[Maintain XBRL units](#)

[Link to XBRL taxonomies](#)

[Use additional file types with Management Reporter](#)

Create and maintain XBRL entities

An entity in XBRL manages the rules for data and provides the context for the instance document.

This section contains the following procedures:

- [Add or modify an XBRL entity](#)
- [Link an XBRL entity to a company](#)
- [Delete an XBRL entity](#)

Add or modify an XBRL entity

1. Open Report Designer. On the **XBRL** menu, click **Entities** to open the **XBRL Entities** dialog box. A list of entities added by the user is displayed.
2. To add an entity, click **New**.
To modify an entity, click **Modify**.
3. Depending on whether you are creating or modifying an entity, enter the following information for the entity in the **New XBRL Entity** box or the **Modify XBRL Entity** dialog box.

Label	Description
Name	The name of the XBRL entity.
Taxonomy	The XBRL taxonomy that is associated with the entity. If the taxonomy that you want to use is not in the list of available options, click New to open the Add XBRL Taxonomy dialog box. For more information, see Import and maintain XBRL taxonomies .
Identification scheme: Location	The web address of the regulatory body.
Identification scheme: Identifier	The identifying name or number for the entity that is used by the regulatory body.
Custom namespace: Location	The web address of the XBRL entity.
Custom namespace: Prefix	A short prefix for your custom namespace. For example, "cl" for "Contoso, Ltd."
Enter company and other descriptive information to be included in your XBRL instance document.	Specifies which labels will appear in rows. Double-click on the XBRL Label space to open the Entity XBRL Label Selection dialog box. You can also filter the list of options. For more information, see Link to XBRL taxonomies .

Link an XBRL entity to a company

1. In Report Designer, on the **Company** menu, click **Companies** to open the **Companies** dialog box.
2. Select the company to link an XBRL entity to, and then click **Modify**. If the company to modify is not displayed in the list, click **New** and create a new company.
3. In the **XBRL entity** field of the **Modify company** dialog, select the name of the XBRL entity to use for the company, or click **New** to create a new XBRL entity.
4. Click **OK**.

Delete an XBRL entity

1. In Report Designer, on the **XBRL** menu, click **Entities** to open the **XBRL Entities** dialog box. A list of entities added by the user is displayed.
2. Select the entity to delete, and then click **Delete**.
3. Click **Yes** to permanently delete the item.

See Also

[Link to XBRL taxonomies](#)

[XBRL and Management Reporter](#)

[Use additional file types with Management Reporter](#)

Maintain XBRL units

An XBRL unit is an element in an instance document that specifies the measure applied to numeric values. A unit depends on the element type and data type specified in the **Label Selection** dialog box.

Add or modify an XBRL unit

1. In Report Designer, on the **XBRL** menu, click **Units**.
2. In the **XBRL Units** dialog box, a list of the available XBRL units is displayed. To add a new unit, click **New**. To modify a unit, click **Modify**.
3. In the **New XBRL Unit** dialog box or the **Modify XBRL unit** dialog box, enter or modify the following information.

Label	Description
Unit Name	A unique name for the unit. For example, Miles, Gallon, or MilesPerGallon. Use letters, numbers, and underscores. Do not use spaces.
Unit description	A unique description for the unit. For example, the description for Salary might be Expenditure for salaries of employees .
Define a new measure	The name of a new unit of measure to be applied to numeric values. For example, enter USD for U.S. dollars.
Use existing unit(s)	Select this option to use existing units. Specify the first and second measures and the operator.

4. Click **OK**. The new or modified unit is displayed in the list.
5. In the **XBRL Units** dialog box, click **Close**.

Delete an XBRL unit

1. In Report Designer, on the **XBRL** menu, click **Units**.
2. In the **XBRL units** dialog box, select the unit to delete, and then click **Delete**.
3. Click **Yes** to permanently delete the selected item, and then click **Close**.

See Also

[Import and maintain XBRL taxonomies](#)

[Link to XBRL taxonomies](#)

[XBRL and Management Reporter](#)

[Use additional file types with Management Reporter](#)

Link to XBRL taxonomies

To tag items of data in a report, you must link to an XBRL taxonomy.

Note

To link to an XBRL taxonomy, the company that you are creating a report for must have an XBRL entity associated with it. For more information, see [Create and maintain XBRL entities](#).

Add an XBRL taxonomy row link

To link a row to an XBRL taxonomy label, complete the following steps:

1. In Report Designer, open a row definition for a company that has an XBRL entity associated with it.
2. On the **Edit** menu, click **Row Link**. The **Row Links** dialog is displayed.
3. Click **New** to create a new link.
4. In the **Link definition** area, select **XBRL taxonomy** for the link type. Enter a name and description for the link.
5. To add XBRL labels for each amount row based on the row description, select the **Add XBRL labels in row link** check box.
6. Click **OK**. The **Link to XBRL taxonomy** column is added to the row definition and the **XBRL label select** dialog is displayed.
7. In the **XBRL Label Selection** dialog box, under **Possible matches for**, select an XBRL label to attach to the row. You can browse the possible matches for the label or browse the entire taxonomy in the hierarchal pane. You can also click **Find** to search by keyword.

Browse for an XBRL taxonomy label

To browse through the taxonomy in the **XBRL Label Selection** dialog box, complete the following steps:

1. In the **Taxonomy view** field, specify how the taxonomy is displayed:
 - Use the **Presentation** view to browse labels by title.
 - Use the **Definition** view to browse labels by definition.
2. Use the **Filter** field to narrow search results to a particular label topic.
3. In the **Data type** field, select a label. One of the following data types will be assigned automatically. The data type defines the kind of data that will be tagged with the XBRL item.
 - Text box is blank (Abstract)
 - Tuple (Tuple)
 - Monetary (Monetary)
 - Decimal (Decimal)
 - Shares (Shares)
 - Pure (Decimal)
 - Integer (Integer)
 - True or False (Boolean)
 - Date (Date)
 - Date/Time (DateTime)

- Time (Time)
 - Text (String)
4. For some data types, you must specify how to report that item. Do this in the **Report the selected item as** field.
 5. If the **Value** list option is available, you can enter or select a note for the data type and label.

Note

The **Documentation**, **References**, and **Properties** tabs display information that is relevant to the selected label.

7. Double-click the selection and the label will appear in the **Link to XBRL Taxonomy** cell of the row definition.

See Also

[Link to Financial Dimensions cell in a row definition](#)

[XBRL and Management Reporter](#)

[Use additional file types with Management Reporter](#)

Specify XBRL currency and dimension in column definitions

The following procedures describe how to specify an XBRL currency and dimension for an XBRL instance document.


Note

To select an XBRL currency and dimension, the company must be associated with an XBRL entity. For more information, see [Create and maintain XBRL entities](#).

Specify an XBRL currency

1. In Report Designer, open the column definition to modify.
2. Double-click the **XBRL Currency** cell in the appropriate column.
3. Select a currency.

Specify an XBRL dimension

1. In Report Designer, open the column definition to modify.
2. Double-click the **XBRL Dimension** cell. Click  to open the **XBRL Dimensions** dialog box.
3. Select a row definition in the **Row definition to display associated dimensions** field.
4. In the **Display labels in** field, select the language that labels will appear in.
5. In the **Dimensions and values** field, select the dimension and dimension members for the column.
6. Click **OK**.

Note

Dimensions not defined in the **XBRL Dimensions** dialog box must be defined in the reporting tree definition. For more information, see [Reporting tree definitions](#).

See Also

[XBRL and Management Reporter](#)

[Format a multiple currency report in a column definition](#)

[Use additional file types with Management Reporter](#)

Desktop Viewer

The Management Reporter Desktop Viewer allows you to view and share generated reports, and interact with the data in a generated report.


Note

Some features and tasks are not available to users who are assigned to the viewer role in Management Reporter.

To open Desktop Viewer, click **Start**, select **All Programs**, and then select the **Microsoft Dynamics** folder. Open the **Management Reporter 2012** folder, and then click **Desktop Viewer**. This is the default location. Your administrator may have installed it in another location.

- [Interactive components in Desktop Viewer](#)
- [Fact pane](#)
- [View a report](#)
- [Change page setup](#)
- [Change report magnification](#)
- [Print a report](#)
- [Share a report](#)
- [Insert external files into the report library](#)
- [Export a report](#)
- [Create a chart](#)
- [Add a comment to a report](#)
- [Drill to Dynamics](#)
- [Send an instant message](#)

Interactive components in Desktop Viewer

Component	Description
Quick charts	Create a chart from selected rows or columns of data in a report. You can paste the chart into a PowerPoint® slide, save the chart for future use, or copy and paste it into an email message to send to a co-worker. For more information about charts, see Create a chart .
Add comments	All users can create and modify their own comments and respond to another user's comment in a report. Administrators and designers can delete any comments. For more information about how to use comments, see Add a comment to a report .
Find	To quickly locate a word in a report, click Find on the Find menu. A search pane opens above the report. Type a word to locate. Click Options to specify Match whole word only or Match case . Click Next . The line in the report that contains the word is highlighted with a box around it.
Go To	You can move to a specific line of key data in a report. The Go To pane is located at the bottom of the report view pane. You can also access Go To from the Find menu. Click Go To and select a line of the report from the menu. The page of the report that has that line on it is displayed in the view pane. To show or hide the Go To pane, select View , and then click Go To Pane .
Paging buttons	Use the report page navigation buttons to navigate between pages of the report or move to the first or last page of the report. The paging buttons are located in the Go To pane at the bottom of the report view pane.
Send an instant message	Use Microsoft Lync® 2010 to send an instant message to a co-worker when you are viewing a report. To start an instant message dialog, right-click a line in a report and select Send an Instant Message . Note To use this feature, you must have Microsoft Lync 2010 or a later version installed on your computer.
Drill Down in Management Reporter	Some reports contain detailed information that you can view by drilling down into the report. To determine whether a report has detailed information, move the pointer over the report rows. A hyperlink appears when the row contains a detailed report. Double-click the row to view the detailed report. To see more information about a line in a report, you can use one of the following procedures from the account level in a report: <ul style="list-style-type: none"> Click  in the toolbar. Select a line of the report, and on the View menu, click Drill Down.

Component	Description
Drill to Dynamics	To see information beyond the Management Reporter transaction level, you can drill down in the Microsoft Dynamics ERP system. Your pointer must be at the account level of a report for this option to be active.

The report library

Desktop Viewer also contains the report library, which stores all versions of the reports that have Management Reporter selected as the output type. For more information about output types, see [Report viewing options](#).

The structure of the report library is always visible in the navigation pane, and you can examine the content of all folders. However, throughout the report library you can view only the reports and external files that you have View permission for. For more information about report library permissions, see [Report library security](#).

See Also

[Organize reports](#)

[Web Viewer](#)

[Desktop Viewer](#)

Fact pane

The Fact pane appears to the right of the view pane when you have opened a report in Desktop Viewer. It displays the comments that are in the report and any charts that you have created from the report data.

To hide or display the Fact pane, from the **View** menu, click **Fact Pane**. If the Fact pane is hidden and you add a comment to a report row, the Fact pane is displayed. To expand and collapse the fact pane, click the arrow in the upper-right corner. To change the width of the pane, select the splitter bar on the left side of the pane.

Comments in the report are shown at the top of the Fact pane. You can use the scroll buttons to scroll through the comments, or you can click a comment, and then use the arrow keys to move through them. You can add or delete a comment using the icons in the Comment toolbar. For more information about comments, see [Add a comment to a report](#).

Charts that you have created from the content of the report are listed under the comments in the Fact pane. Click on a chart title to view it in the Fact pane, and double-click a chart to open it in a new window. For more information about how to create charts, see [Create a chart](#).

See Also

[Add a comment to a report](#)

[Create a chart](#)

[Desktop Viewer](#)

View a report

Depending on your permissions, you can view the latest version or a previously generated version of a report.

View a report

1. In Desktop Viewer, click **Report Library** in the navigation pane. Reports are listed in the viewer pane.
2. Double-click the report to view to open the report in the viewer pane.
 - If the report uses a reporting tree, the reporting tree appears in the navigation pane.
 - If the report includes additional detail, a hyperlink appears when you move the pointer over the data. Double-click report data to view the supporting detail. When you drill down into a report, you can navigate back and forward through the report views by clicking the **Forward** and **Back** buttons on the toolbar.

View a specific version of a report

1. In Desktop Viewer, click **Report Library** in the navigation pane. Right-click a report, and then click **Show Versions**.
2. Select the report version to view, and then click **Open**.

See Also

[Desktop Viewer](#)

Change page setup

Use the **Page Setup** dialog box to change the margins, orientation, scaling, page order, and paper size for reports. This page setup applies to all reports in the current Management Reporter session, only. When you close Management Reporter, the page setup reverts to the default page setup for the report. To make permanent changes to page setup, see [Page Setup options in report definition](#).

Change page setup

1. When viewing a report in Desktop Viewer, click **File**, and then click **Page Setup**.
2. Modify the **Page Setup** options as needed.
3. Click **OK**.

The following options are available:

Option	Description
Margins	Select the width of the top, bottom, left, and right margins of the report. The default margin value is 0.75 inches.
Scaling	Resize the report page. <ul style="list-style-type: none"> • Reduce or enlarge to – Changes the size of the printed report and maintains the proportions of the report columns. • Shrink to page width – Adjusts the size of report columns to fit on a single page of paper. Page width is based on the Paper size dimension.
Orientation	Select Landscape for horizontal page orientation or Portrait for vertical page orientation.
Page Order	Controls the order that the report pages are displayed. <ul style="list-style-type: none"> • Down, then over – Information in report pages is read or displayed down in columns first, and then over in rows. • Over, then down – Information in report pages is read or displayed across in rows first, and then down in columns.
Paper size	Select the page size that is appropriate for your location or project requirements.

See Also

[Change report magnification](#)

[Print a report](#)

[Desktop Viewer](#)

Change report magnification

You can change the magnification of the print on a report to make it easier to read.

Change report magnification using a predefined zoom setting or a custom setting

1. Open a report in Desktop Viewer.
2. On the **View** menu, click **Zoom**. Select a predefined zoom size, or click **Other** to enter a custom zoom size.

Change report magnification using the slider

To use the slider to change report magnification, open a report in Desktop Viewer and complete one of the following steps:

- On the bottom of the report window, click the slider and drag it to the right to increase magnification. Drag the slider to the left to reduce magnification.
- Click the + sign to increase magnification, or click the – sign to reduce magnification.
- Click the report magnification number to open the **Zoom** dialog box. Select a magnification percentage and then click **OK**.

See Also

[Change page setup](#)

[Print a report](#)

[Desktop Viewer](#)

Print a report

You can print the current view, current page, current reporting unit, selected reporting units, or all reporting units. When working with a detailed report, you can print the entire financial report, which combines all supporting details, or you can print specific detailed reports.

Note

To change the report page setup in Desktop Viewer, on the **File** menu, click **Page Setup**.

Print a report

1. In Desktop Viewer, click **Report Library** in the navigation pane, and open the report to be printed.
2. On the **File** menu, click **Print**, or click **Print** in the toolbar.
3. Select the print destination in the **Printer** field. To change the printer options, click **Printers**.
4. Under **Print range**, select one of the following options.
 - **Current View** - Prints the current view of a report. For example, if the current report view is three pages, those three pages are printed.
 - **Current Page** - Prints the page that is currently displayed in Desktop Viewer.
 - **Current Reporting Unit** - Prints the current reporting unit of a reporting tree. For example, if the current reporting unit is three pages, three pages are printed.
 - **Selected reporting units** - Opens a dialog box where you can select the reporting units to print.
 - **All reporting units** - Prints all reporting units in a reporting tree.
5. Under **Report type**, select one or more of the following options. If you selected **Current View** or **Current page** for the **Print range** option, these options are not available.
 - **Financial report** - Prints only the financial report.
 - **Account details** - Prints only the account details report.
 - **Transaction details** - Prints only the transaction details report.
 - **Exception report** - Prints only the exception details report.
6. To print any comments that are included in the report, select **Include comments**.
7. Specify the width of the report columns, or select **Autofit** to automatically define the column width.
8. Specify the number of copies to print and whether to collate multiple copies, and then click **OK** to print the report.

See Also

[Change report magnification](#)

[Change page setup](#)

[Desktop Viewer](#)

Share a report

You can create an email message that contains a link to your report in the report library. In Desktop Viewer, select a report, click **File**, and then select **Send link using email**. Select one of the following options:

- **Management Reporter** – Send a link by email to the report that is in the report library. The email recipient must have the appropriate permissions in Management Reporter to view the report.
- **Microsoft Excel (.xlsx)** – Send a link by email to open the report as a Microsoft Excel worksheet.
- **Microsoft XPS** – Send a link by email to open the report as a Microsoft XPS document.
- **All** – Send a link by email to the report in all output types.

See Also

[Export a report](#)

[Web Viewer](#)

[Desktop Viewer](#)

Insert external files into the report library

You can add external, supporting documentation to the report library, such as an Excel worksheet, a Microsoft Word® document, or a .pdf file. This can be useful to view files associated with a report. To open the external file, double-click the file name. The file is opened by the appropriate application.

Note

To view the external file, you must have the application associated with the external file installed on your computer.

Insert external files into report library

1. In Desktop Viewer, click **Report Library** in the navigation pane, and select the folder to insert an external file in to.
2. On the **Insert** menu, click **External File**.
3. Browse to the location of the file.
4. Select the file, and then click **Open**.

See Also

[Change report library permissions](#)

[Use additional file types with Management Reporter](#)

[Desktop Viewer](#)


Export a report

Management Reporter can export a report to a .xps document, an Excel spreadsheet, or to an XBRL instance document. If you have export permission, you can export a reporting tree, a current reporting unit, or a current view. When you work with a detailed report, you can also export the entire financial report, including all the supporting details, or you can export specific detail reports. For more information about security and export permissions, see [Security, user roles, and permissions](#).

Tip

To change the default import and export file directory for the current user, open Desktop Viewer. On the **Tools** menu, click **Options** to open the **Options** dialog box. In the **Default import and export file directory** field, type or browse for a new default file directory. Click **OK**.

Export a report to Microsoft Excel

1. In Desktop Viewer, click **Report Library** in the navigation pane, and then double-click a report to open it.
2. On the **File** menu, click **Export**, and then click **Microsoft Excel (.xlsx)**.
3. In the **Export to Microsoft Excel** dialog box, in the **Export data to** field, enter a path and file name to export the report to, or click  to locate a path and file name. The file name that you specify must end in **.xlsx** or **.xls**.
4. Under **Export range**, select one of the following options:
 - **Current View** – Exports the current view of a report.
 - **Current Reporting Unit** – Exports the current reporting unit of a reporting tree.
 - **Selected Reporting Units** – Open a dialog box where you can select the reporting units to export.
 - **All Reporting Units** – Export all reporting units in a reporting tree.
5. Under **Report type**, select one or more of the following options:
 - **Financial report** – Export only the financial report.
 - **Account details** – Export only the account detail report.
 - **Transaction details** – Export only the transaction detail report.
 - **Exception report** – Export only the exception report.

Note

Report type options are not available if you select **Current View** for the **Export range** option.

6. To export any comments that are attached to the report, select **Include comments**.
7. Under **Microsoft Excel options**, select one or more of the formatting and file options.
8. Click **OK**. If you selected **Open workbook after exporting**, the report will open in Microsoft Excel. Otherwise, it is saved to the location that you specified in step 3.

Export a report to an XBRL instance document


If XBRL details were included when a report was generated, you can export the report to an XBRL instance document.

1. In Desktop Viewer, click **Report Library** in the navigation pane, and then double-click a report to open it.
2. On the **File** menu, click **Export**, and then click **XBRL Instance Document**. This opens the **Export to XBRL Instance Document** dialog box.
3. In the **Export data to** field, enter the location where your instance document will be sent.
4. In the **File and folder name** field, enter the name that will identify the file and folder after it is sent. Click **OK**.

Note

If you use the **File and folder name** field, the supporting XBRL documents, such as the taxonomy files and extensions, will be sent together with the instance document.

Export a report to an XPS document

1. In Desktop Viewer, click **Report Library** in the navigation pane, and then double-click a report to open it.
2. On the **File** menu, click **Export**, and then click **XPS**.
3. In the **Export to XPS** dialog box, in the **Export data to** field, enter a path and file name to export the report to, or click  to locate a path and file name. The file name that you specify must end in **.xps**.
4. Under **Export range**, select one of the following options:
 - **Current View** – Export the current view of a report.
 - **Current Reporting Unit** – Export the current reporting unit of a reporting tree.
 - **Selected Reporting Units** – Open a dialog box where you can select the reporting units to export.
 - **All Reporting Units** – Export all reporting units in a reporting tree.
5. Under **Report type**, select one or more of the following options:
 - **Financial report** – Export only the financial report.
 - **Account details** – Export only the account detail report.
 - **Transaction details** – Export only the transaction detail report.

Note

Report type options are not available if you select **Current View** for the **Export range** option.

6. To export any comments that are attached to the report, select **Include comments**.
7. Select the width of the report columns, or select **Autofit** to automatically size the columns.
8. Under **XPS options**, select one or more of the formatting and file options.
9. Click **OK**. If you selected **Open XPS after exporting**, the report will open in Microsoft Document Viewer. Otherwise, it is saved to the location that you specified in step 3.

See Also

[Security, user roles, and permissions](#)

[Change report library permissions](#)

[Use additional file types with Management Reporter](#)


[Desktop Viewer](#)

Create a chart

You can quickly create a chart from highlighted rows or columns of data within a report. When you view report data, the fact pane, which displays the comments that are within the report and the charts that you have created from the report data, opens to the right of the viewer pane.

For a list of the types of charts available in Desktop Viewer, see [Chart types](#) later in this topic.

Create a quick chart

1. Open a report in Desktop Viewer.
2. Select the sequential rows or columns of data to include in the chart. You can include data from the financial, account, and transaction levels of the report. You can select data in the following ways:
 - Right-click on a row or column in the report, and select **Select Row** or **Select Column** from the context menu.
 - If there is an active cell in the report and you right-click and select a chart or click a chart icon in the toolbar, the row where the active cell resides is used to create the chart.
 - Select a row or column, hold down the Shift key, and use the arrow keys on the keyboard to select sequential row or columns of data.
3. Select the type of chart in one of the following ways:
 - Right-click on the report data, select **Quick charts**, and then select the type of chart to create.
 - Click the appropriate chart icon in the tool bar.
4. A separate window opens to display the chart. Click  in the chart toolbar to pin the chart to the fact pane. It docks beneath the last docked chart. Optionally, you can right-click on the chart and select one of the following options:
 - **Copy** – Copy the image to the clipboard to paste into other applications.
 - **Show Legend** – Show or hide the chart legend.
 - **Chart Type** – Select and create a different chart using the same data.
 - **Palette** – Select a different color palette for the chart.
 - **Series** – If a row was selected for the chart, all columns are listed. If a column was selected, all rows are listed. Select **Add All** to chart all series or select **Clear All** to clear all series, in which case the chart would be blank.
 - **3D** – Convert the chart to a 3D image.
 - **Add Chart Title** – Opens the **Chart Title** dialog box. Type the name of the chart and select formatting options. Click **OK**.

When you close the report, the chart is saved with it.

Example

Kevin is preparing a Microsoft PowerPoint presentation of monthly sales for the quarterly review. On the Profit and Loss report, it shows each month, January through August. Kevin highlights the Sales row, right-clicks, and then selects **Quick Chart** and then **Pie**. A separate window opens that displays the data in a pie

chart. Kevin clears the Total column option so that he sees just the sales month over month. Kevin reviews the trend and finds it to be very useful. Kevin right-clicks the chart, clicks **Copy**, and then pastes the chart into his PowerPoint slide. When he closes the report, the chart is saved with it.

Chart icons and options






Icon	Description
	Lightning bolt action menu in the fact pane provides the following options: <ul style="list-style-type: none"> • Move Up – Move the selected item above the previous docked item. If the item is already at the top, no action occurs. • Move Down – Moves the selected item below the previous docked item. If the item is the last item, no action occurs. • Undock– Undocks the item from the fact pane and opens chart in a separate window. • Close – Closes the item.
	Collapses the detail of the item. When collapsed, only the caption bar is displayed.
	Expands the detail of the item.
	Docks the chart to the fact pane.
	Closes the chart.

Chart types

The following charts can be created from an open report in Desktop Viewer:

Chart type	Description
Bar chart	<p>A bar chart has rectangular bars with lengths that are proportional to the values that they represent. The bars are plotted horizontally. Bar charts are used to plot data that has discrete values and is not continuous.</p> <p>Tip Do not use a bar chart for comparisons or larger data sets; use a line chart.</p>
Column chart	<p>A column chart displays a series as a set of vertical bars that are grouped by category. These charts are useful for showing data changes over a period of time or for illustrating comparisons among departments.</p> <p>Tip Do not use a column chart for comparisons or larger data sets; use a line chart.</p>

Chart type	Description
Line chart	<p>A line chart displays information as a series of data points that represent individual measurements that are connected by straight line segments. A line chart is often used to visualize a trend in data over intervals of time.</p> <p>Tip</p> <p>Do not use a line chart if the X axis has non-numeric values.</p>
Pie chart	<p>A pie chart, or a circle graph, is a circular chart divided into sections that illustrate proportion. Pie charts can be an effective way to display information if the intent is to compare the size of a slice with the whole pie, rather than comparing the slices among them. It also shows the frequency within certain groups of information.</p> <p>Tip</p> <p>Do not use a pie chart for exact comparisons of values because it is difficult to estimate angles. For rank data, use a column or bar chart, and for grouped data, use multiple column or bar charts. If proportions vary greatly, do not use multiple pies to compare corresponding parts.</p>
Area chart	<p>An area chart displays graphically quantitative data. It is based on the line chart with the area between axis and line ordinarily emphasized with colors, textures, and hatchings. Area charts are used to represent cumulated totals using numbers or percentages over time.</p>

See Also

[Interactive components in Desktop Viewer](#)

[Web Viewer](#)

[Desktop Viewer](#)

Add a comment to a report

You can add and respond to comments in any report that you have access to. Comments appear in the report and, optionally, in the [Fact pane](#). If you have the role of designer or administrator, you can also copy comments from a previous report version into the current report version, which overwrites any existing comments.

Comments can be added to all user-defined financial dimension rows, calculation rows, and total rows.

Add a comment to a report

1. Open a report in Desktop Viewer.
2. Right-click a row in the report to comment on, and then click **Add Comment**.
3. Type your comments in the **Comment** dialog box.
4. Click **OK**. The comment is displayed in the fact pane. When you close your report, the comments are saved with it.

Copy comments from a previous report version

You can copy comments from an earlier version of a report to the current version. You must have the role of designer or administrator to copy comments, and the original author maintains ownership of the comments. Copying overwrites any comments in the current version.

1. Open a report in Desktop Viewer.
2. From the toolbar, click **Copy Comments**. The **Report Versions** dialog box opens.
3. Select the version of a report that contains the comments that you want to copy.
4. Click **OK**.

Hide a comment in a report

You can hide comments that have been added to a report in Desktop Viewer. To hide comments, double-click the comment indicator.

To view hidden comments, close the report and open it again in Desktop Viewer.

See Also

[Fact pane](#)

[Desktop Viewer](#)

Drill to Dynamics

The Drill to Dynamics feature lets you obtain additional information about an account from the Microsoft Dynamics ERP system, such as viewing the source and originating transactions for general ledger data to provide more details for data analysis.


For example, suppose that Phyllis generates a Quarter 1 Income Statement. She opens the report in Desktop Viewer and drills down to the account level on Sales. She wants to view additional information about the account, such as where the transactions originated. Phyllis knows that she can drill down to the transaction level in Management Reporter, but she wants to see more information than what is provided. On the account level, she can right-click and select **Drill to Dynamics**. Depending on the Microsoft Dynamics ERP system she is using, an ERP system window opens, and from there she can view additional information related to the account.

Use Drill to Dynamics

Note

To use Drill to Dynamics, a Microsoft Dynamics ERP client must be installed on the computer that you are using, or the following options will not be available.

In Desktop Viewer, open the report. To use the Drill to Dynamics feature, you must be at the account level of the report. You can access the Drill to Dynamics feature in one of the following ways:

- Select an amount, and then click  on the toolbar.
- Select an amount, and then on the **View** menu, select **Drill to Dynamics**.
- Select an amount, press Alt+D.

Depending on the Microsoft Dynamics ERP system that you are using, the ERP system window opens, based on the system that is connected to the report or the node of the tree that you are drilling down on. If you are not logged on to the ERP system, you must enter your credentials.

Note

Reports that were generated using a previous version of Management Reporter might not produce accurate results for the Drill to Dynamics feature. If this occurs, you must generate the report again.

See Also

[Desktop Viewer](#)

Send an instant message

You can initiate an instant message exchange with a co-worker while you view a report in Desktop Viewer. To use this feature, you must be using Microsoft Lync 2010.

Send an instant message

1. Open a report in Desktop Viewer.
2. Right-click in a cell in the report, and select **Send an Instant Message** to open the Microsoft Lync instant message dialog box.

See Also

[Add a comment to a report](#)

[Desktop Viewer](#)

Web Viewer

The Web Viewer allows you to view a Management Reporter report in a web browser, without using Desktop Viewer or an installation of the Management Reporter client.

Note

Web Viewer requires a current generation web browser. For more information, see the Management Reporter System Requirements (<http://go.microsoft.com/fwlink/?LinkID=162565>).

- [Web Viewer commands](#)
- [View a report in the Web Viewer](#)
- [View or add comments to a report in the Web Viewer](#)
- [View charts that are associated with a report in the Web Viewer](#)
- [View units of a reporting tree in the Web Viewer](#)

Web Viewer commands

The following table describes the buttons that are available on the application bar of the Web Viewer.

Button	Description
Reporting Tree	View information for individual units of the reporting tree of the report. You can view only the units of the reporting tree that you have been granted access to in Management Reporter. Note This option is available only if the current report uses a reporting tree.
Add Comment	Add a comment to the row that is currently selected in the report.
Go To	View specific rows in the report or a specific level of the reporting tree. Note This feature is available for the Financial level of a report only.
Show	Open a menu of the following commands: <ul style="list-style-type: none"> • Show Charts and Comments or Hide Charts and Comments – View the charts and comments that are associated with rows of a report. By default, charts and comments are not displayed. • Show Header and Footer or Hide Header and Footer – View the headers and footers for the report. By default, headers and footers are not displayed.
Zoom	Increase or decrease magnification of the report data.
Download	Download the current report as an XPS (.xps) file, a worksheet in Microsoft Excel (.xlsx file), or as a report in Management Reporter. For more information about export options in Management Reporter, see Export a report .
Settings	View information about Management Reporter.

See Also

[Share a report](#)

[Export a report](#)

[Web Viewer](#)

View a report in the Web Viewer

To view a report in the Web Viewer, you must generate a link to the report in the report library. For more information about how to create a link to a report, see [Share a report](#).

If the report in Management Reporter contains additional levels of detail, such as the Account or Financial Detail view, links for these views are displayed below the title of the report. Click one of the view options to display additional data for the selected level of detail. For example, if you are viewing transaction details for a sales account, click the **Financial Detail** link to view a Financial Detail version of the report with summarized data.

If the report in Management Reporter contains account and transaction details for certain rows of the report, the rows are displayed as hyperlinks in the report. Click a row that includes details to view additional information in Web Viewer.

1. Select the link to open the report in the Web Viewer.
2. Use the arrow keys to move through the rows of the report.
3. To select a row in the report, click between the columns of data to select that row. Any charts or comments that are associated with the row are displayed in the Fact Pane.

Note

Only one row can be selected at a time.

4. To return to a previous view of the report, click the **Back** button in the Web Viewer. The **Back** button is located next to the report name.

Note

Do not use the **Back** button in the web browser.

5. To print a report, use one of the following options:
 - Click **Print** in the web browser.
 - Download the report as an .xps file or a worksheet in Microsoft Excel, and then use the **Print** function in the application that you selected.

See Also

[View a report](#)

[Web Viewer](#)

View or add comments to a report in the Web Viewer

Any user who can view the report in the Web Viewer can add comments to rows in the report. Comments can be added to any level of detail in the report, such as the Financial, Account, or Transaction detail level.

To view comments in a report in the Web Viewer, select a row in the report. On the application bar, click **Show**, and then select **Chart and comments**. Comments for the selected row are displayed in the Fact Box.

To delete a comment that you created, select the comment, and then click **Delete**. Click **Yes** to permanently delete the comment.

Note

By default, you can modify or delete only the comments that you have created. To delete the comments of other users, you must have the **Delete** permission that is defined in the report library Management Reporter. To modify the comments of other users, you must have the **Edit** permission that is defined in the report library in Management Reporter.

See Also

[Add a comment to a report](#)

[Report library security](#)

[Web Viewer](#)

View charts that are associated with a report in the Web Viewer

Any user who can view the report in the Web Viewer can view the charts that are associated with the report. If a chart is added to the report in Desktop Viewer, the chart is displayed in the Fact Pane of the Web Viewer.

To view a chart in the Web Viewer, select a row in the report. Any charts that are associated with that row are displayed in a gallery in the Fact Pane. Click a thumbnail to view the chart.

See Also

[Create a chart](#)

[Fact pane](#)

[Web Viewer](#)

View units of a reporting tree in the Web Viewer

If a report has a reporting tree, you can filter data for individual units of the reporting tree. Users can view only the units of the reporting tree that they have been granted access to in Management Reporter.

To filter data in the report, click **Reporting Tree** in the application bar, and then select a unit of the reporting tree to filter results for.

If the report has a reporting tree, click **Reporting Tree** in the application bar to view information for a specific unit of the reporting tree.

See Also

[Reporting tree definitions](#)

[Web Viewer](#)

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